



MIS User Manual

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SNSOP MIS USER MANUAL

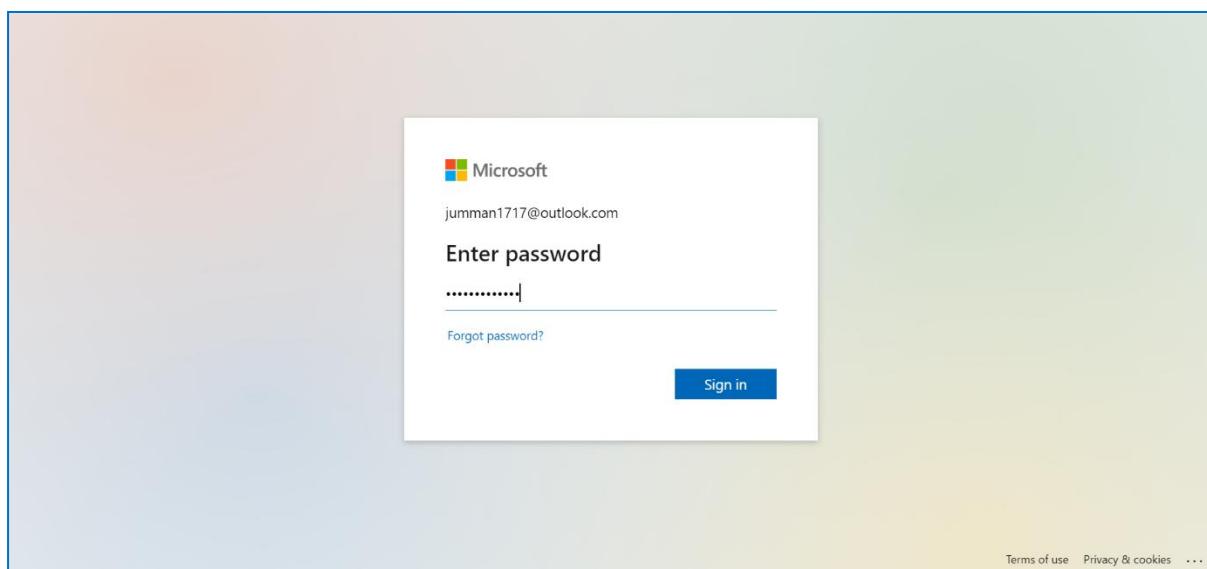
1. Accessing The SNSOP MIS

Login to access this SNSOP MIS Portal:

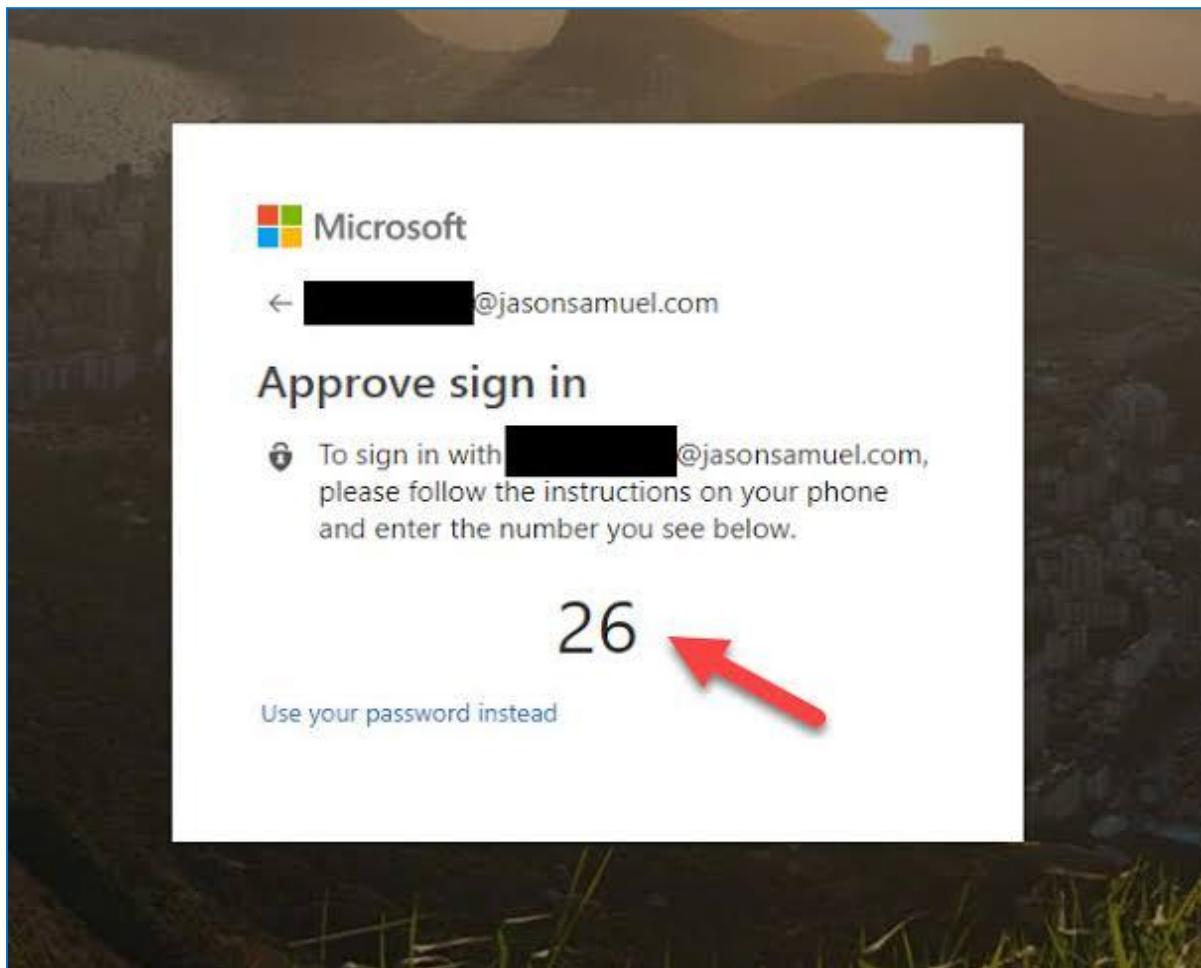
<https://snsopmis.southsudansafetynet.info/>



Enter Users Email and Password (Registered Microsoft Account)



For two-factor authentication, download the “Microsoft Authenticator” from play store or app store and install it in your mobile device. Once it is installed then open the “Microsoft Authenticator” and add your registered Microsoft Account here through Personal or Work account. Once this step is done, then Microsoft will send a code in this app and then approve the code once it is received.

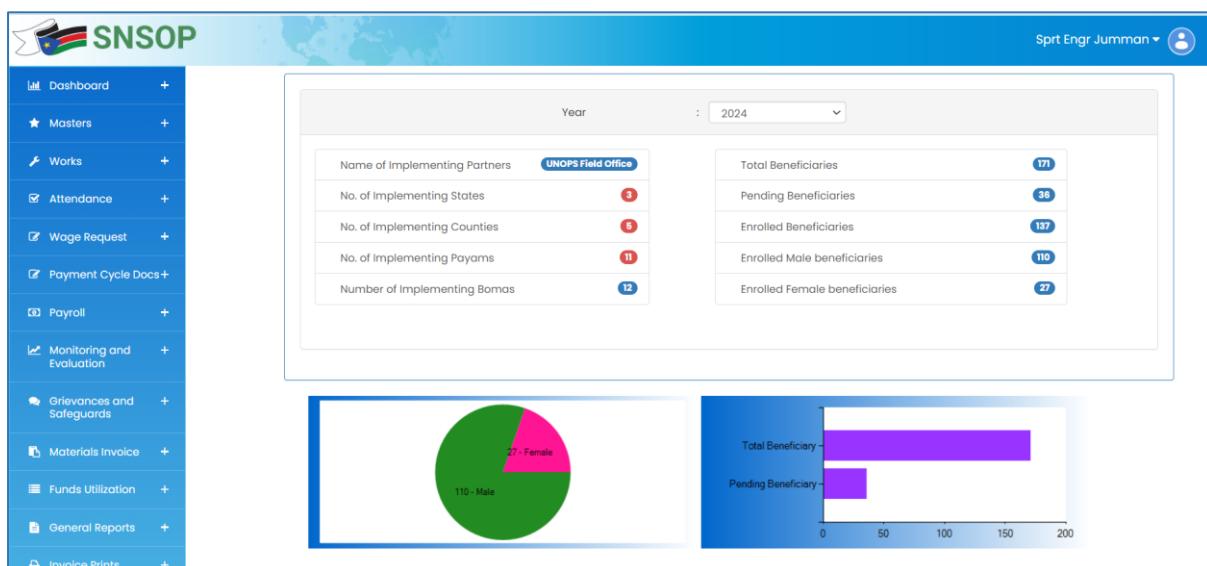


2. Implementing Partner (IP)

Person in charge of working on data for the beneficiaries' enrollment, attendance marking and payment process; she/he can request payments but cannot approve them; no administrative permissions on data.

Attached processes to the role:

- Beneficiaries enrollment to work
- Beneficiaries deletion
- Beneficiaries association to activities
- Project registration
- Work proposal creation
- Work progress
- Beneficiaries' Attendance to work registration
- Request for payments (LIPW and DIS) submission
- ID card visualization and printing
- Beneficiaries, attendance, wage request reports visualization
- Invoices visualization and printing
- Grievances data entry
- Grievances report visualization
- Grievances import with Excel
- Payroll Download based on geo location
- Monitoring and Evaluation of the Beneficiary Enrollment and Payment Summary with key monitoring indicator, result framework and reports.

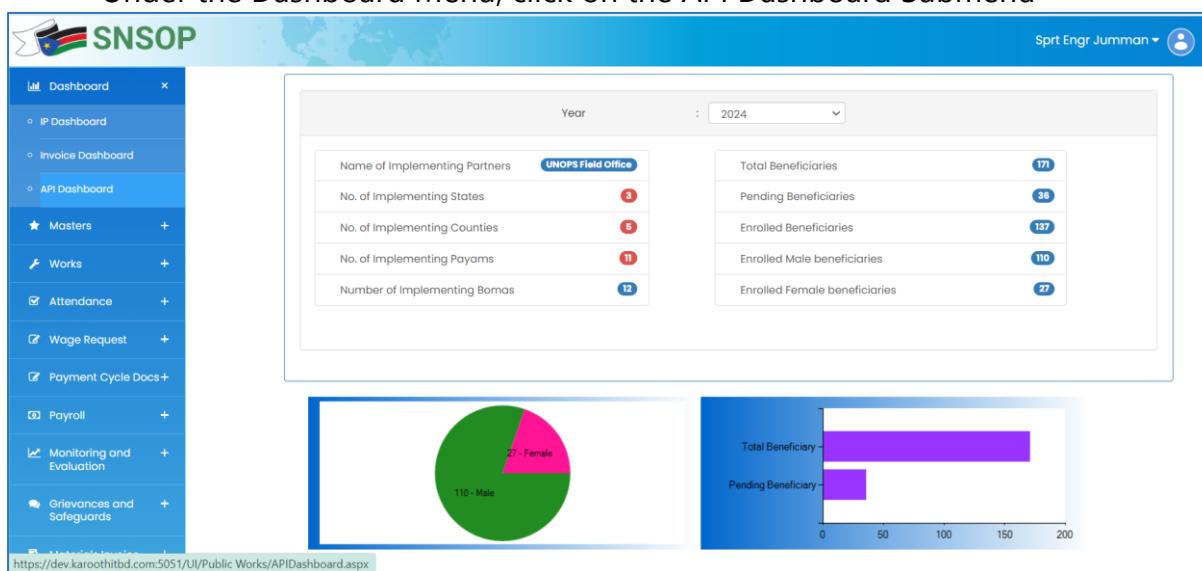


3. Beneficiary Confirmation for LIPW

The "**Labor Intensive Public Works (LIPW)**" component provides cash transfers to impoverished households with able-bodied members, encouraging their participation in labor-intensive projects. It aims to equip them with knowledge and skills to effectively use these transfers for improving household welfare and human capital development.

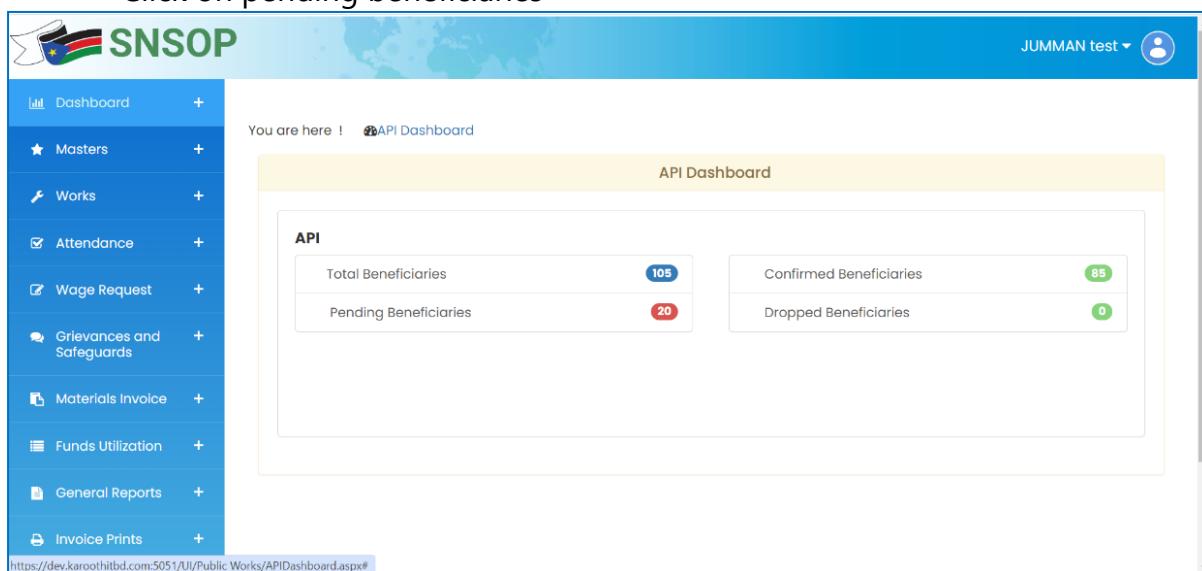
For "Beneficiary Confirmation for LIPW", follow the steps below:

- Log in as Implementing Partner (IP) by using your IP credentials
- Once logged in, locate the Dashboard Menu
- Under the Dashboard Menu, click on the API Dashboard Submenu



IP user can view total beneficiaries, pending beneficiaries, confirmed beneficiaries, dropped beneficiaries from the dashboard.

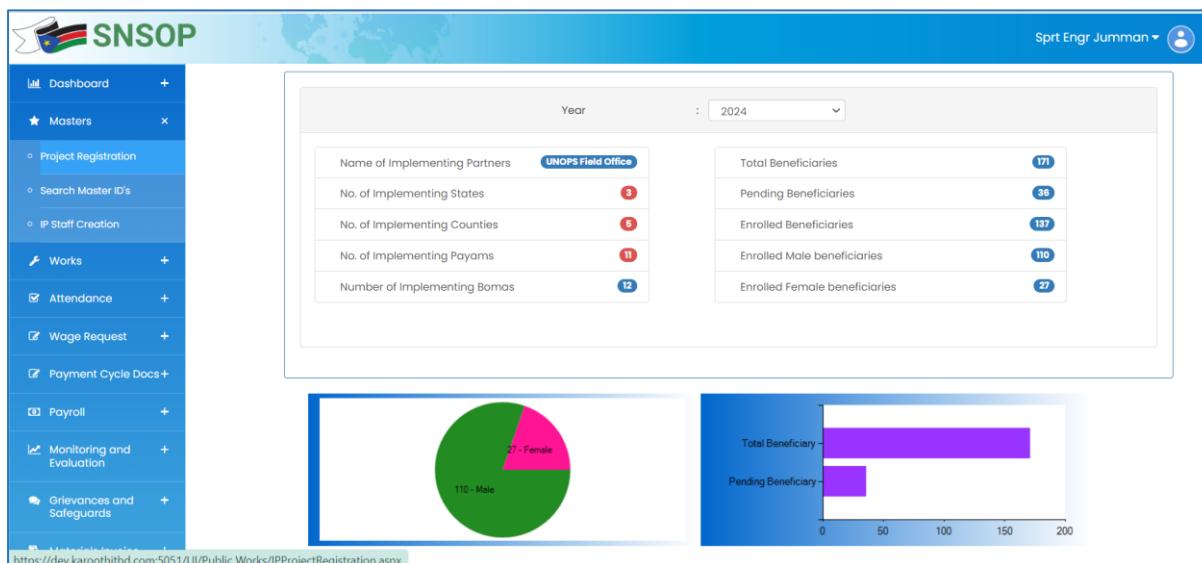
- Click on pending beneficiaries



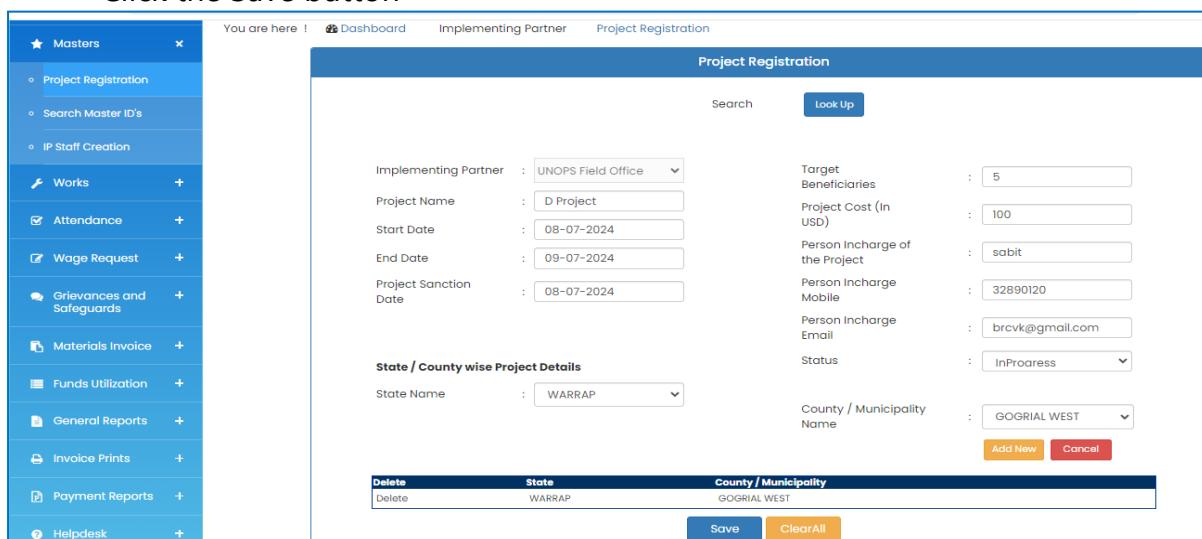
4. Project Registration

For create a "Project Registration", follow the steps below:

- Log in as Implementing Partner (IP) by using your IP credentials
- Once logged in, locate the Masters Menu
- Under the Masters Menu, click on the "Project Registration" Submenu



- Fill up the project registration page fields with necessary information
- Give Project Name, start date, end date, sanction date, target beneficiaries number, project cost, person in charge of the project's name, status, state, county etc
- Click on add new button
- Click the Save button



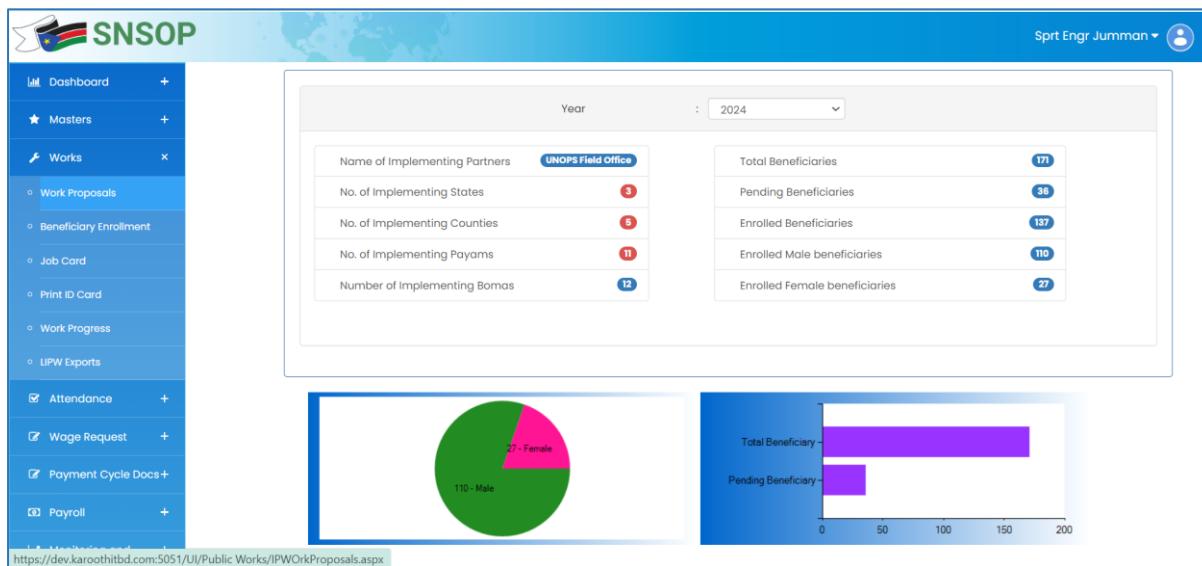
The screenshot shows the 'Project Registration' form. The left sidebar has 'Project Registration' selected. The main form contains fields for 'Implementing Partner' (set to 'UNOPS Field Office'), 'Project Name' ('D Project'), 'Start Date' ('08-07-2024'), 'End Date' ('09-07-2024'), 'Project Sanction Date' ('08-07-2024'), 'Target Beneficiaries' (5), 'Project Cost (In USD)' (100), 'Person Incharge of the Project' (sabit), 'Person Incharge Mobile' (32890120), 'Person Incharge Email' (brcvk@gmail.com), and 'Status' (InProgress). Below these are sections for 'State / County wise Project Details' (State Name: WARRAP) and 'County / Municipality Name' (GOGRIAL WEST). At the bottom are 'Add New' and 'Cancel' buttons, along with 'Save' and 'Clear All' buttons.

5. Sub Project (Work Proposal)

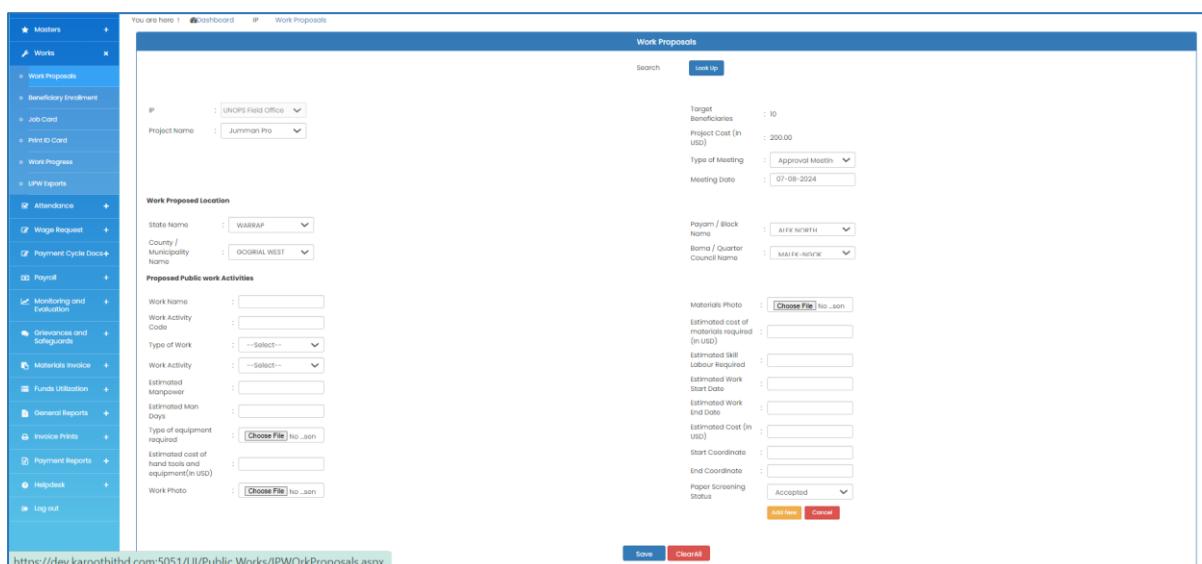
After completing the Project Registration, create a work proposal.

For create the "Sub Project (Work Proposal)", follow the steps below:

- Log in as Implementing Partner (IP) by using your IP credentials
- Once logged in, locate the Works Menu
- Under the Works Menu, click on the work proposal Submenu



- Select Project name from dropdown
- Select Type of meeting – Approval Meeting
- Give a meeting date
- Select State name, County name and also select Payam & Boma name
- Select Accepted from the "Paper Screening Status" dropdown
- Click the "Save" button and wait for the success notification



The form fields include:

- IP:** UNOPS Field Office
- Project Name:** Junman Pro
- Work Proposed Location:**
 - State Name:** WAKHAR
 - County / Municipality Name:** GOGMAI WEST
- Proposed Public work Activities:**
 - Work Name:** [Input field]
 - Work Activity Code:** [Input field]
 - Type of Work:** Select --
 - Estimated Labour power:** [Input field]
 - Estimated Man Days:** [Input field]
 - Type of equipment required:** [Input field]
 - Estimated cost of hand tools and equipment (in USD):** [Input field]
 - Work Photo:** [Input field]
- Other Fields:**
 - Target Beneficiaries:** 10
 - Project Cost (in USD):** 200.00
 - Type of Meeting:** Approval Meeting
 - Meeting Date:** 07-08-2024
 - Payam / Block Name:** AIXX-NWTH
 - Boma / Quarter Council Name:** MAIXX-NWTH
 - Materials Photo:** [Choose File No...]
 - Estimated cost of materials required (in USD):** [Input field]
 - Estimated Skill Labour Required:** [Input field]
 - Estimated Work Start Date:** [Input field]
 - Estimated Work End Date:** [Input field]
 - Estimated Cost (in USD):** [Input field]
 - Start Coordinate:** [Input field]
 - End Coordinate:** [Input field]
 - Paper Screening Status:** Accepted
- Buttons:** Save, ClearAll, Add New, Cancel

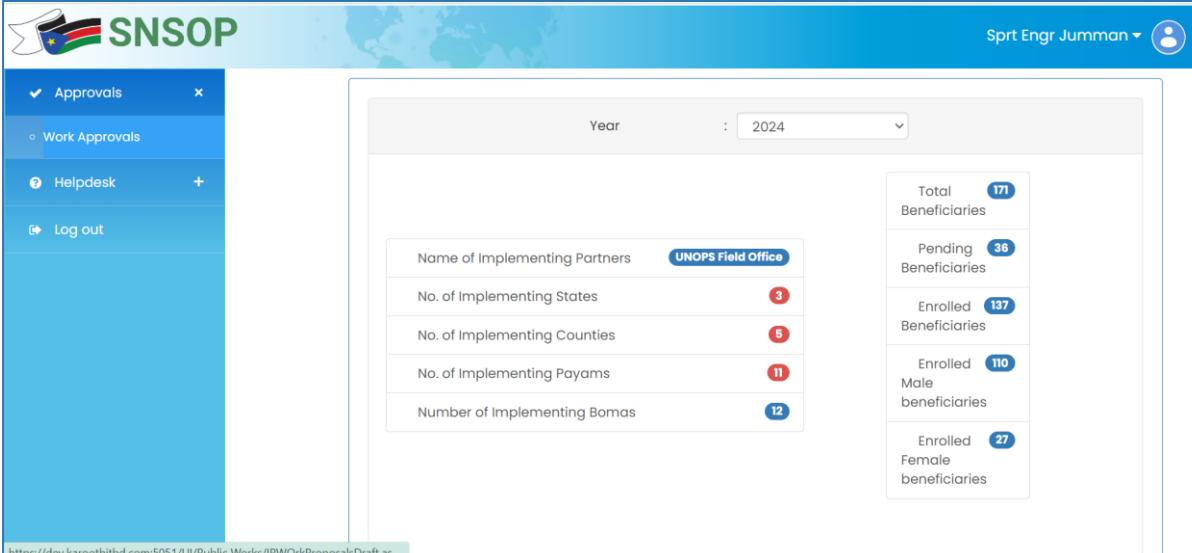
6. Work Proposal Approval

After the work proposal has been created, it must be submitted for approval. The work proposal has to be approved in three stages.

6.1. Approval from Quality Engineer

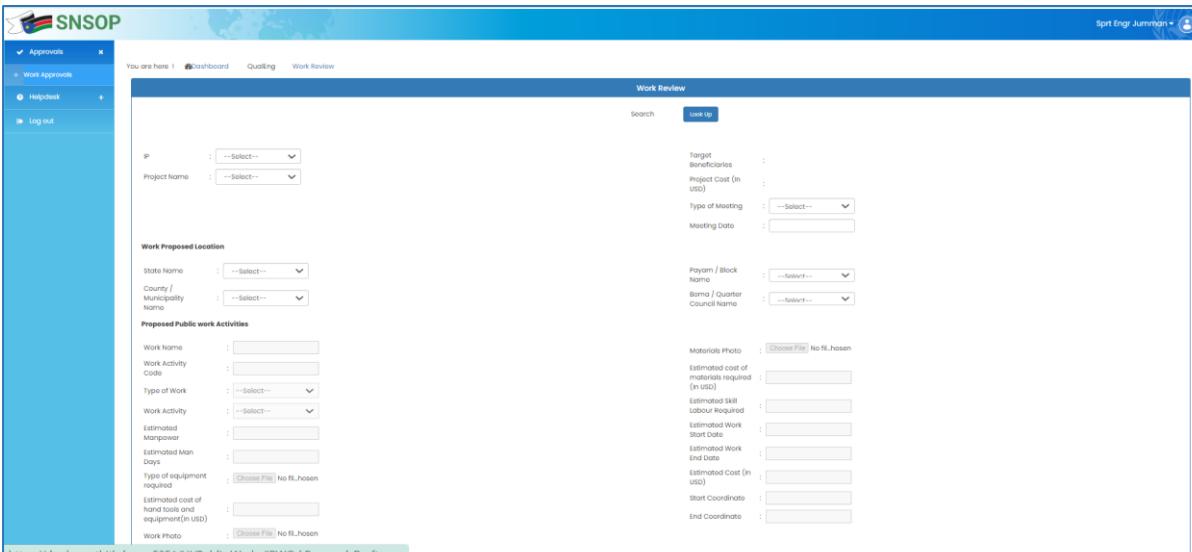
For "Approval from Quality Engineer", follow the steps below:

- Log in as Quality Engineer (QualEng) by using your QE credentials
- Once logged in, locate the Approvals Menu
- Under the Approvals Menu, click on the Work Approval Submenu



The screenshot shows the SNSOP (Software for Non-Governmental Organizations) interface. On the left, a sidebar menu includes 'Approvals' (selected), 'Work Approvals' (underlined), 'Helpdesk', and 'Log out'. The main content area displays a summary of beneficiaries: Total Beneficiaries (171), Pending Beneficiaries (36), Enrolled Beneficiaries (137), Enrolled Male beneficiaries (110), and Enrolled Female beneficiaries (27). Below this, a search bar shows 'Year: 2024'. A table provides details on implementing partners: Name of Implementing Partners (UNOPS Field Office), No. of Implementing States (3), No. of Implementing Counties (5), No. of Implementing Payams (11), and Number of Implementing Bomas (12).

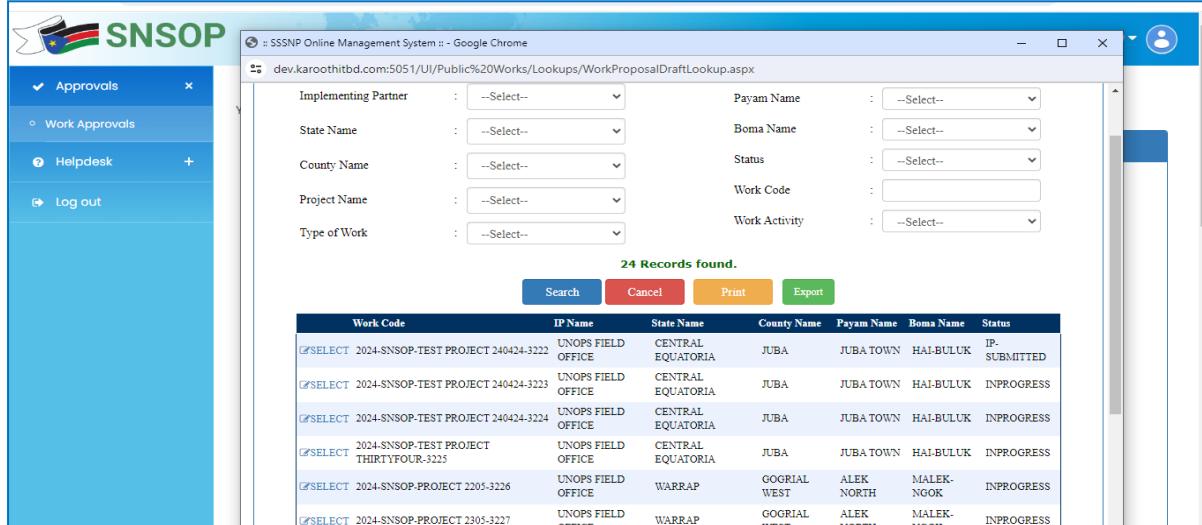
- Click on the Look Up button to open the search functionality
- Press the Search button to retrieve the relevant project data



The screenshot shows the SNSOP Work Review page. The sidebar includes 'Approvals', 'Work Approvals' (selected), 'Helpdesk', and 'Log out'. The main area is titled 'Work Review' and contains several sections: 'IP' (IP dropdown), 'Project name' (Project name dropdown), 'Work Proposed Location' (State Name and County/Municipality Name dropdowns), 'Proposed Public work Activities' (multiple input fields for Work Name, Work Activity Code, Type of Work, Work Activity, Estimated Man power, Estimated Man Days, Type of equipment required, Estimated cost of hand tools and equipment (in USD), and Work Photo), and 'Materials Photo' (Choose File button). Other sections include 'Target Beneficiaries', 'Project Cost (in USD)', 'Type of Meeting', 'Meeting Date', 'Program / Block Name', 'Boma / Quarter Council Name', 'Estimated cost of materials required (in USD)', 'Estimated skill labour required', 'Estimated Work Start Date', 'Estimated Work End Date', 'Estimated Cost (in USD)', 'Start Coordinate', and 'End Coordinate'.

From the list of search results

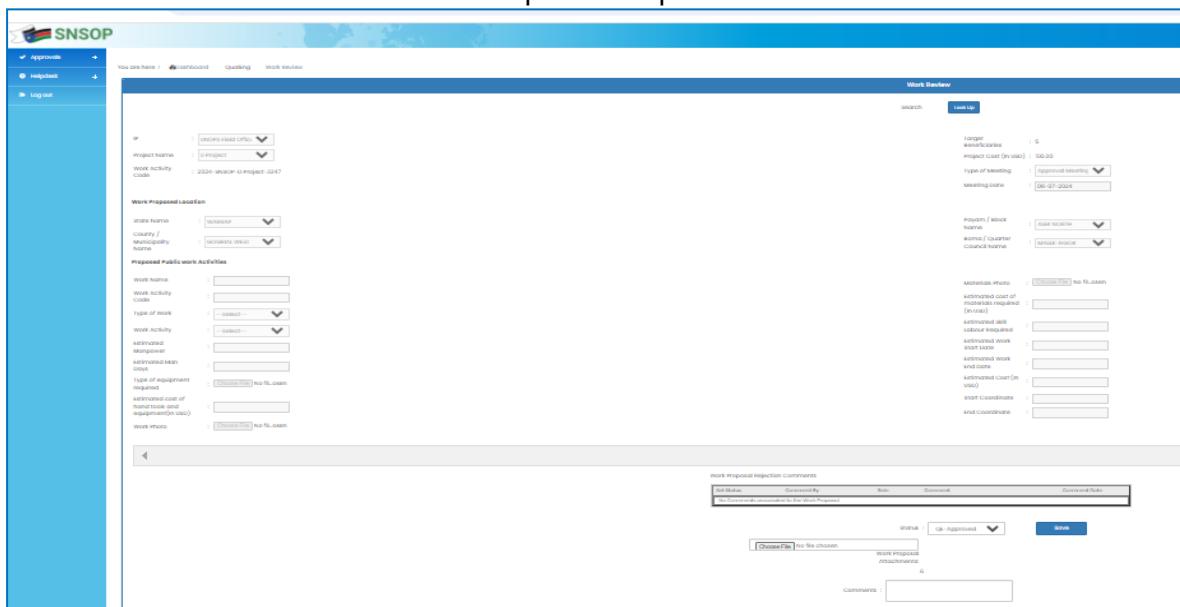
- Choose the appropriate project from the list by clicking "Select"



Work Code	IP Name	State Name	County Name	Payam Name	Boma Name	Status
2024-SNSOP-TEST PROJECT 240424-3222	UNOPS FIELD OFFICE	CENTRAL EQUATORIA	JUBA	JUBA TOWN	HAI-BULUK	IP-SUBMITTED
2024-SNSOP-TEST PROJECT 240424-3223	UNOPS FIELD OFFICE	CENTRAL EQUATORIA	JUBA	JUBA TOWN	HAI-BULUK	INPROGRESS
2024-SNSOP-TEST PROJECT 240424-3224	UNOPS FIELD OFFICE	CENTRAL EQUATORIA	JUBA	JUBA TOWN	HAI-BULUK	INPROGRESS
2024-SNSOP-TEST PROJECT THIRTYFOUR-3225	UNOPS FIELD OFFICE	CENTRAL EQUATORIA	JUBA	JUBA TOWN	HAI-BULUK	INPROGRESS
2024-SNSOP-PROJECT 2205-3226	UNOPS FIELD OFFICE	WARRAP	GOGRIAL WEST	ALEK NORTH	MALEK-NGOK	INPROGRESS
2024-SNSOP-PROJECT 2305-3227	UNOPS FIELD OFFICE	WARRAP	GOGRIAL WEST	ALEK NORTH	MALEK-NGOK	INPROGRESS

The project status will initially display as "IP Submitted"

- In the Status dropdown, select "QE Approved" to indicate your approval
- Click the "Save" button to complete the process



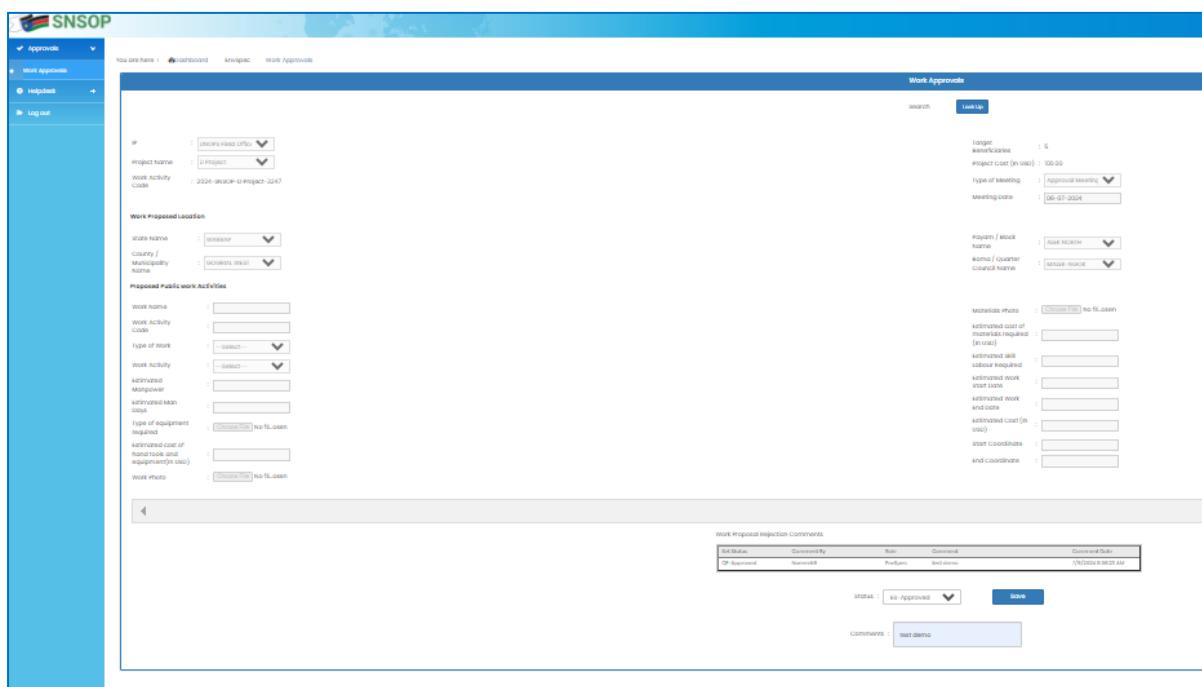
6.2.Approval from Environment Specialist

For "Approval from Environment Specialist", follow the steps below:

- Log in as Environment Specialist (EnvSpec) by using your Environment Specialist credentials
- Once logged in, locate the Approvals Menu
- Under the Approvals Menu, click on the Work Approval Submenu

In the Status dropdown, select "ES Approved" to indicate your approval.

- Click the "Save" button to complete the process

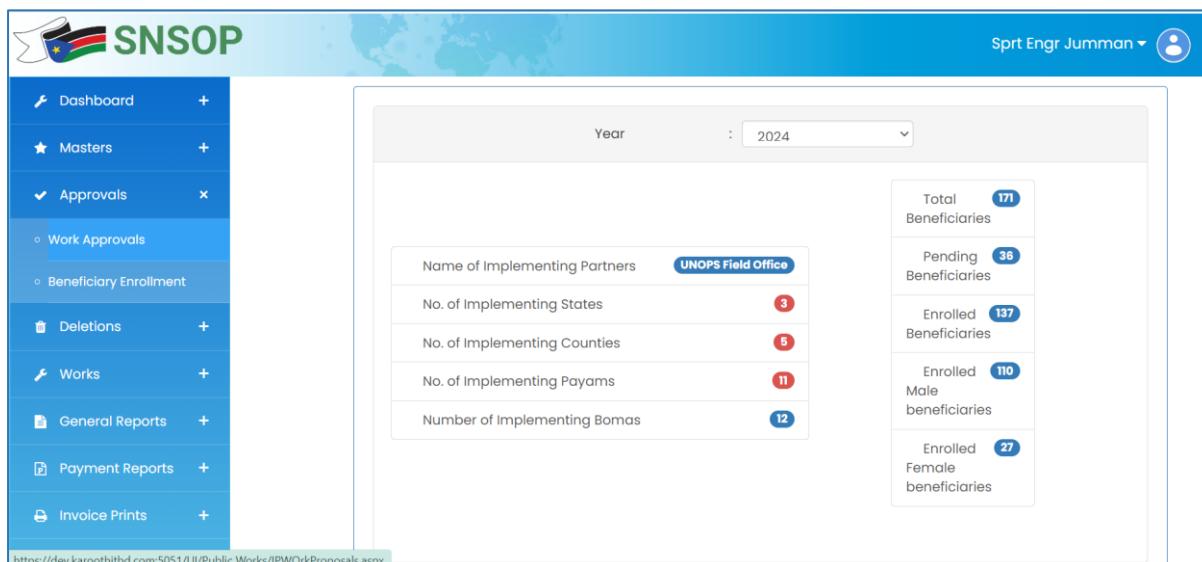


The screenshot shows the 'Work Approvals' section of the SNSOP system. The 'Project name' is set to 'UNOPS Field Office' and 'Status' is set to 'Approved'. The 'Work Proposed Location' section includes fields for state name ('BAMBARA'), country ('MOROCCO'), and municipality ('MOROCCO, MARRAKESH'). The 'Proposed Public work Activities' section contains various input fields for work type, activity code, and equipment required. On the right side, there are sections for 'Payam / Block Name' and 'Council Name', along with fields for 'Materials Photo', 'Estimated cost of materials required (in usd)', and 'Estimated work end date'. At the bottom, there is a 'Work proposal rejection comments' table and a 'Status' dropdown set to 'Approved' with a 'Save' button.

6.3.Approval from Technical Support Team

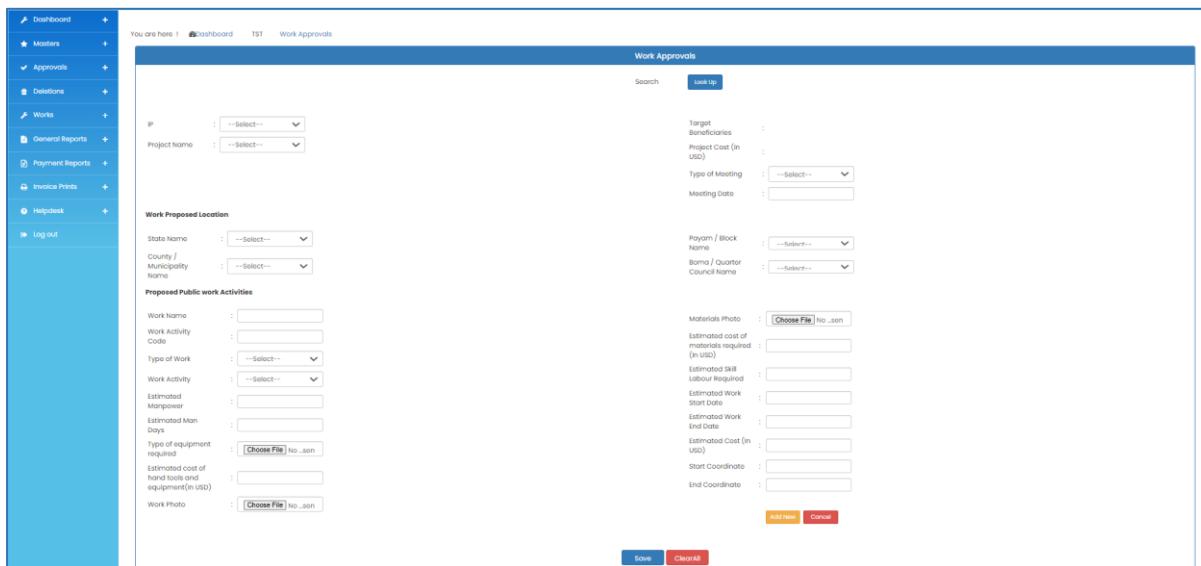
For "Approval from Technical Support Team", follow the steps below:

- Log in as Technical Support Team (TST) by using your Technical Support Team credentials
- Once logged in, locate the Approvals Menu
- Under the Approvals Menu, click on the Work Approvals Submenu



The screenshot shows the SNSOP dashboard with the 'Work Approvals' menu item selected in the sidebar. The main area displays a summary of implementing partners and their counts: 3 states, 5 counties, 11 payams, and 12 bomas. To the right, a box provides a breakdown of beneficiaries: Total Beneficiaries (171), Pending Beneficiaries (36), Enrolled Beneficiaries (137), Enrolled Male beneficiaries (110), and Enrolled Female beneficiaries (27). The URL at the bottom is https://dev.karoothitbd.com:5051/UI/Public Works/IPWorkProposals.aspx

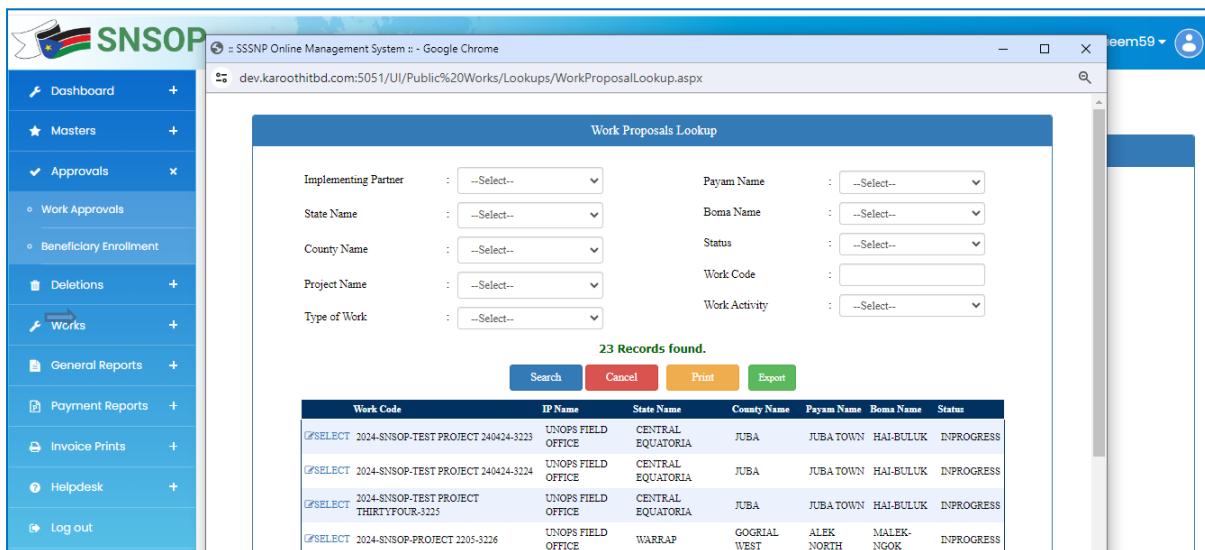
- Click on the Look Up button to open the search functionality
- Press the Search button to retrieve the relevant project data



The screenshot shows a complex web form titled "Work Approvals". It includes sections for "Work Proposed Location" (State Name, County / Municipality Name), "Proposed Public work Activities" (Work Name, Work Activity Code, Type of Work, Work Activity, Estimated Manpower, Estimated Man Days, Type of equipment required, Estimated cost of hand tools and equipment(in USD), Work Photo), and "Meeting Details" (Target Beneficiaries, Project Cost (in USD), Type of Meeting, Meeting Date, Payam / Block Name, Boma / Counter Council Name). There are also fields for "Materials Photo" (Choose File), "Estimated cost of materials required (in USD)", "Estimated skill Labour Required", "Estimated Work Start date", "Estimated Work End date", "Estimated Cost (in USD)", "Start Coordinate", and "End Coordinate". At the bottom are "Add New" and "Cancel" buttons.

From the list of search results

- Choose the appropriate project from the list by clicking "Select"

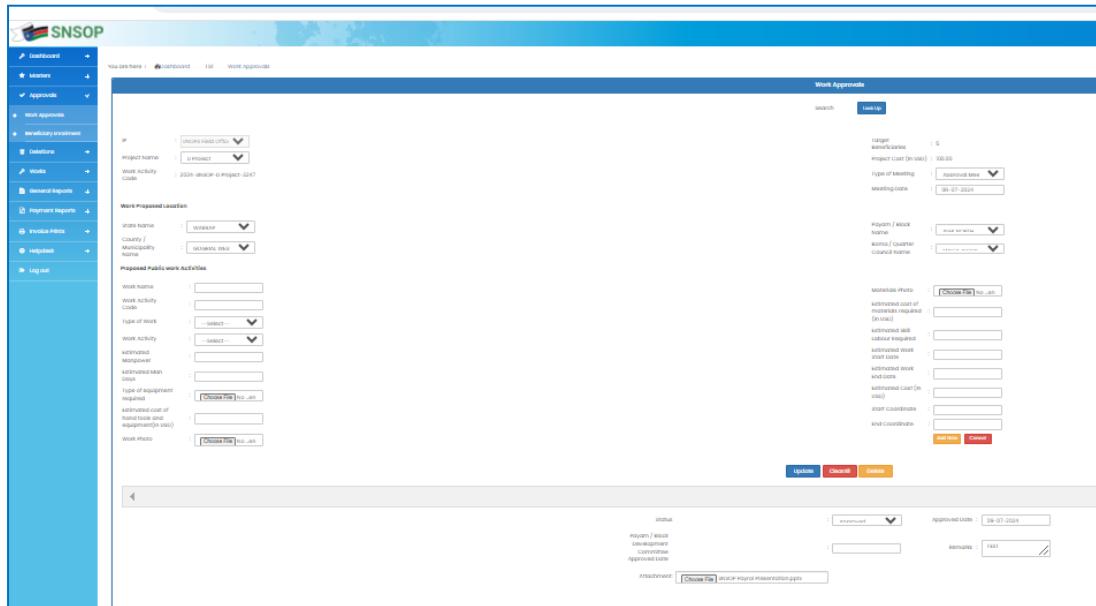


The screenshot shows a "Work Proposals Lookup" page with a search interface. It lists 23 records found. The columns in the table are: Work Code, IP Name, State Name, County Name, Payam Name, Boma Name, and Status. The data in the table is as follows:

Work Code	IP Name	State Name	County Name	Payam Name	Boma Name	Status
GSELECTION 2024-SNSOP-TEST PROJECT 240424-3223	UNOPS FIELD OFFICE	CENTRAL EQUATORIA	JUBA	JUBA TOWN	HAI-BULUK	INPROGRESS
GSELECTION 2024-SNSOP-TEST PROJECT 240424-3224	UNOPS FIELD OFFICE	CENTRAL EQUATORIA	JUBA	JUBA TOWN	HAI-BULUK	INPROGRESS
GSELECTION 2024-SNSOP-TEST PROJECT THIRTYFOUR-3225	UNOPS FIELD OFFICE	CENTRAL EQUATORIA	JUBA	JUBA TOWN	HAI-BULUK	INPROGRESS
GSELECTION 2024-SNSOP-PROJECT 2205-3226	UNOPS FIELD OFFICE	WARRAP	COORIAL WEST	ALEX NORTH	MALEK- NGOK	INPROGRESS

- Select the project from the "Project Name" dropdown
- Enter the required date in the "Date" field
- Upload the necessary file in the "Attachment" field
- Click on "Add New" button
- Choose "Approved" from the "Status" dropdown
- Click the "Update" button

Wait for the success notification to confirm that the update has been successfully processed.

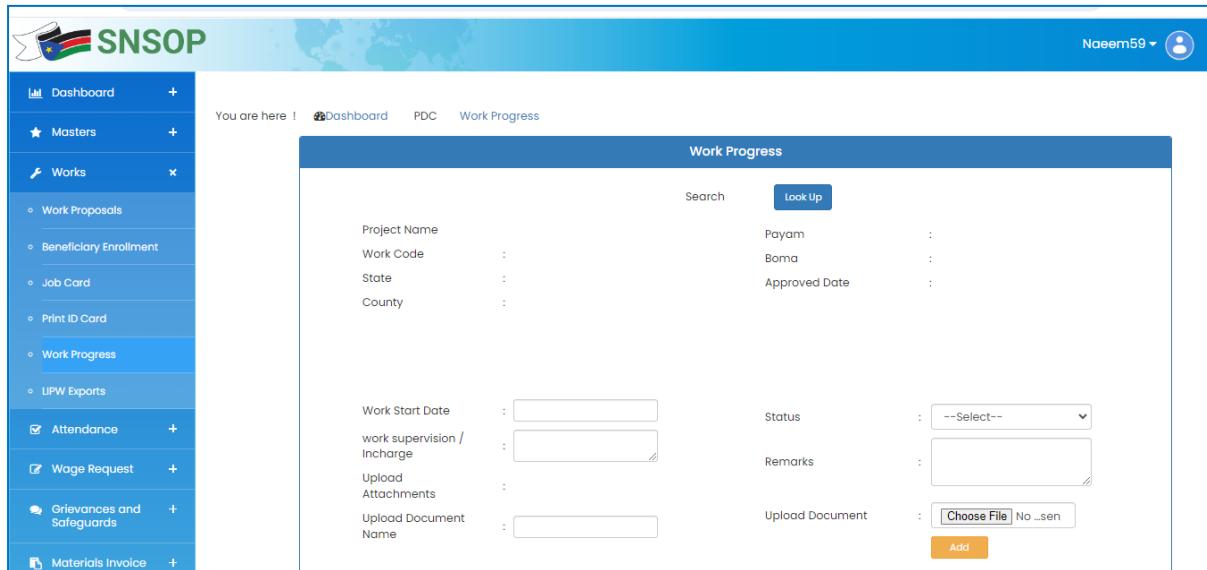


The screenshot shows the SNSOP Work Approve module. The left sidebar contains a navigation menu with options like Dashboard, Masters, Approvals, Work Approvals, Work Activity, Works, Work Requests, Payment Reports, Invoice Prints, Helpdesk, and Log Out. The main content area is titled "Work Approve". It includes a search bar and several dropdown menus for filtering: target administrative, project cost (in usd), type of meeting, starting date, location, project / work name, work location, and column header. Below these are sections for "Work Proposed location" and "Proposed Public work Activities". The "Proposed Public work Activities" section contains fields for work name, work activity code, type of work, work activity, estimated duration, estimated man days, estimated man days, type of equipment required, estimated cost of hand tools and equipment (usd), and work photo. At the bottom, there are status dropdowns for "Status", "Workers / Tools", "Duration / Commitment", and "Approved Date", along with an "Attachment" field and a file selection button. Buttons for "Update", "Cancel", and "Save" are located at the bottom right.

7. Work Progress

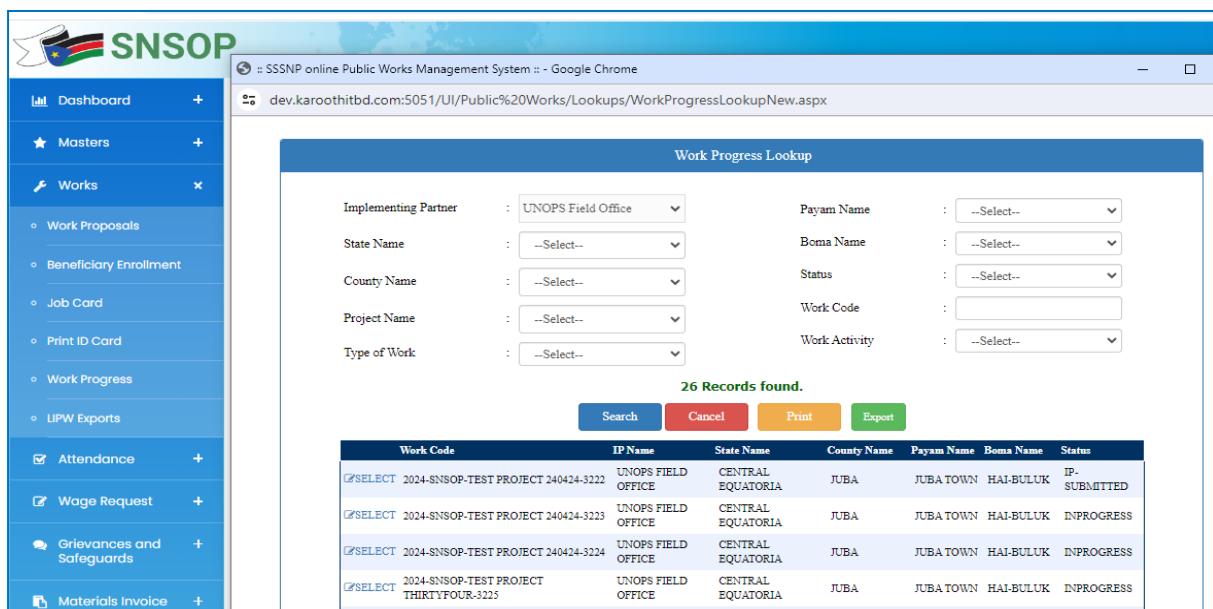
For "Work Progress", follow the steps below:

- Log in as Implementing Partner (IP) by using your IP credentials
- Once logged in, locate the Works Menu
- Under the Works Menu, click on the Work Progress Submenu
- Click on the Look Up button to open the search functionality
- Press the Search button to retrieve the relevant data



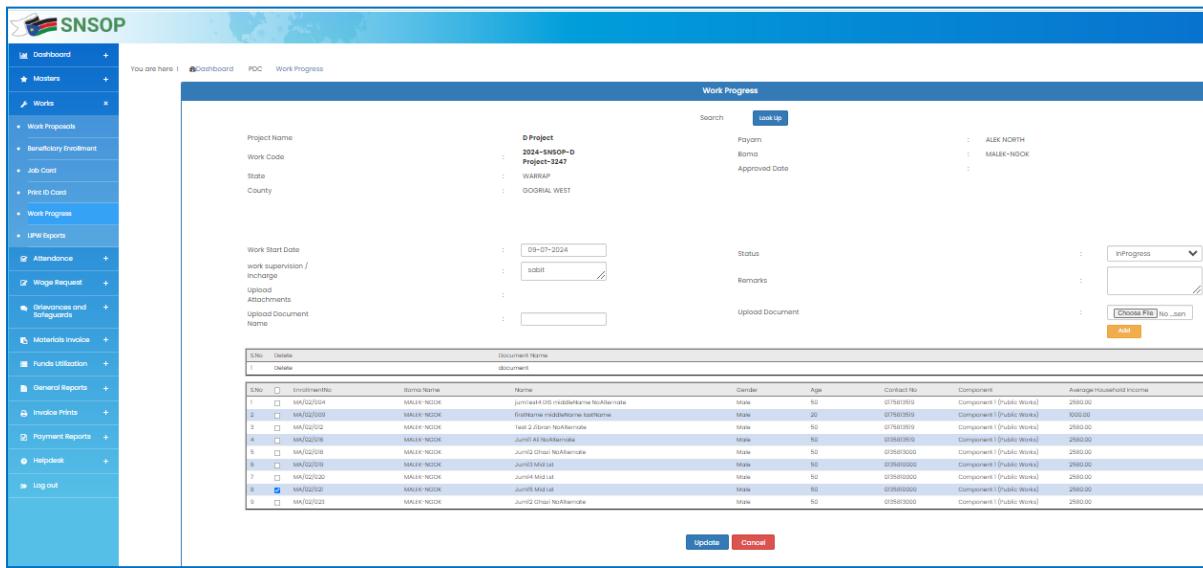
From the list of search results

- Choose the appropriate project from the list by clicking "Select"



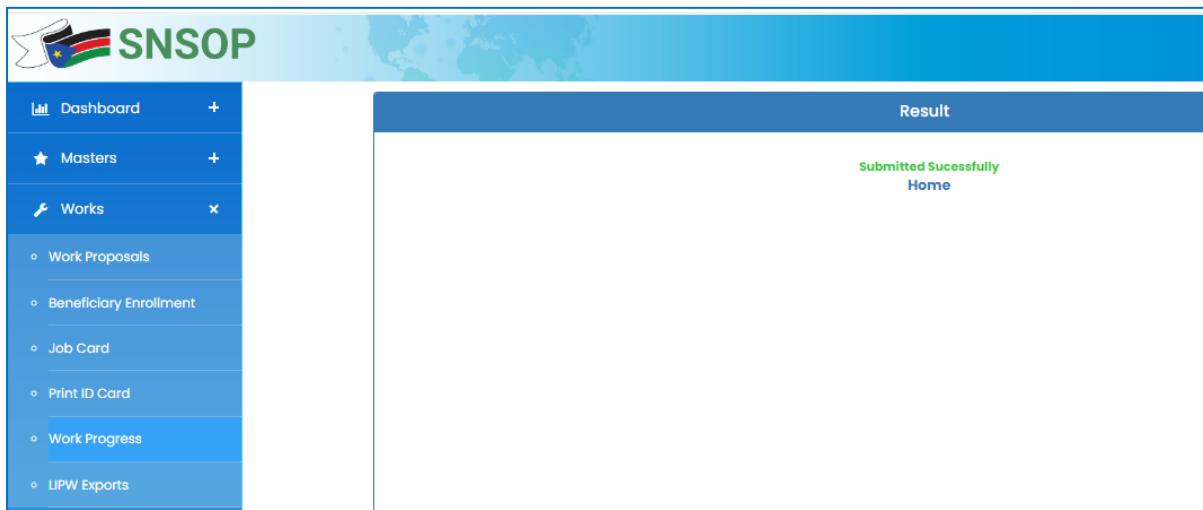
Work Code	IP Name	State Name	County Name	Payam Name	Boma Name	Status
2024-SNSOP-TEST PROJECT 240424-3222	UNOPS FIELD OFFICE	CENTRAL EQUATORIA	JUBA	JUBA TOWN	HAI-BULUK	IP-SUBMITTED
2024-SNSOP-TEST PROJECT 240424-3223	UNOPS FIELD OFFICE	CENTRAL EQUATORIA	JUBA	JUBA TOWN	HAI-BULUK	INPROGRESS
2024-SNSOP-TEST PROJECT 240424-3224	UNOPS FIELD OFFICE	CENTRAL EQUATORIA	JUBA	JUBA TOWN	HAI-BULUK	INPROGRESS
2024-SNSOP-TEST PROJECT THIRTYFOUR-3225	UNOPS FIELD OFFICE	CENTRAL EQUATORIA	JUBA	JUBA TOWN	HAI-BULUK	INPROGRESS

- Fill up the work progress page fields with necessary information
- On the Work Progress page, both current beneficiaries under the Boma and previous beneficiaries will be displayed
- Enter the required date in the work start Date field
- Enter the Incharge's name in the Work Supervision/Incharge field
- Choose "In Progress" from the Status dropdown
- Enter the Document name in the Upload Document Name field
- Upload a document using the Upload Document field
- Click the "Add" button to proceed
- Mark Beneficiaries from the list (Beneficiaries have to be selected to be mapped to the work proposal)
- Click the "Update" button



The screenshot shows the 'Work Progress' section of the SNSOP system. It includes fields for Project Name, Work Code, State, and County. Under 'Work Start Date', there is a 'work supervision / Incharge' field containing 'submit'. The 'Status' dropdown is set to 'InProgress'. A 'Remarks' field and an 'Upload Document' section with a file input field are also present. Below these, a table lists beneficiaries with columns for 'Boma', 'Name', 'Gender', 'Age', 'Contact No.', 'Component', and 'Average Household Income'. One record is selected, indicated by a checked checkbox. At the bottom are 'Update' and 'Cancel' buttons.

Wait for the success notification to confirm that the update has been successfully processed

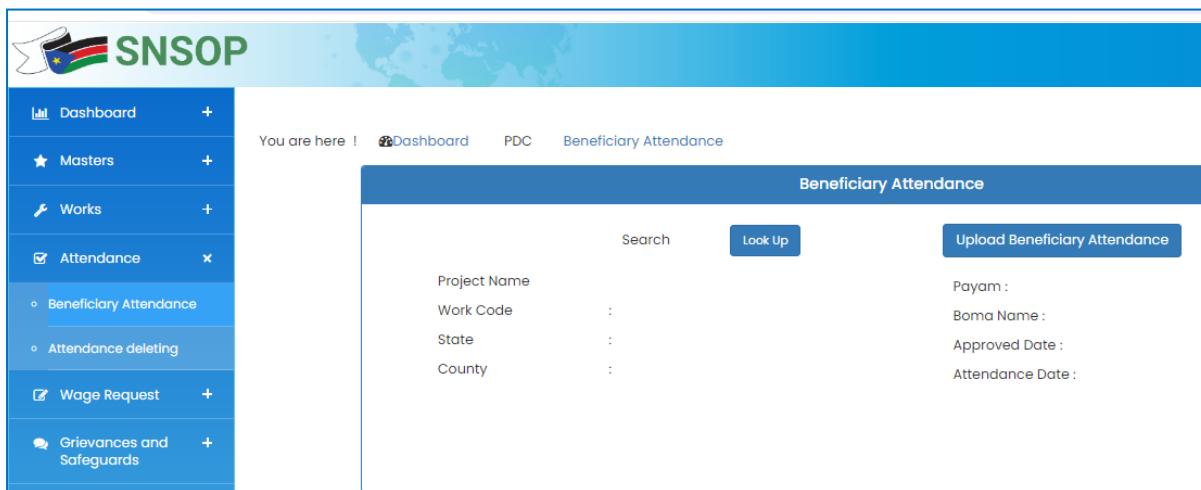


The screenshot shows the 'Result' page of the SNSOP system. It displays a green success message: 'Submitted Successfully' and a link to 'Home'. The left sidebar contains navigation links for Dashboard, Masters, Works, Work Proposals, Beneficiary Enrollment, Job Card, Print ID Card, Work Progress, and LIPW Exports.

8. Beneficiary Attendance

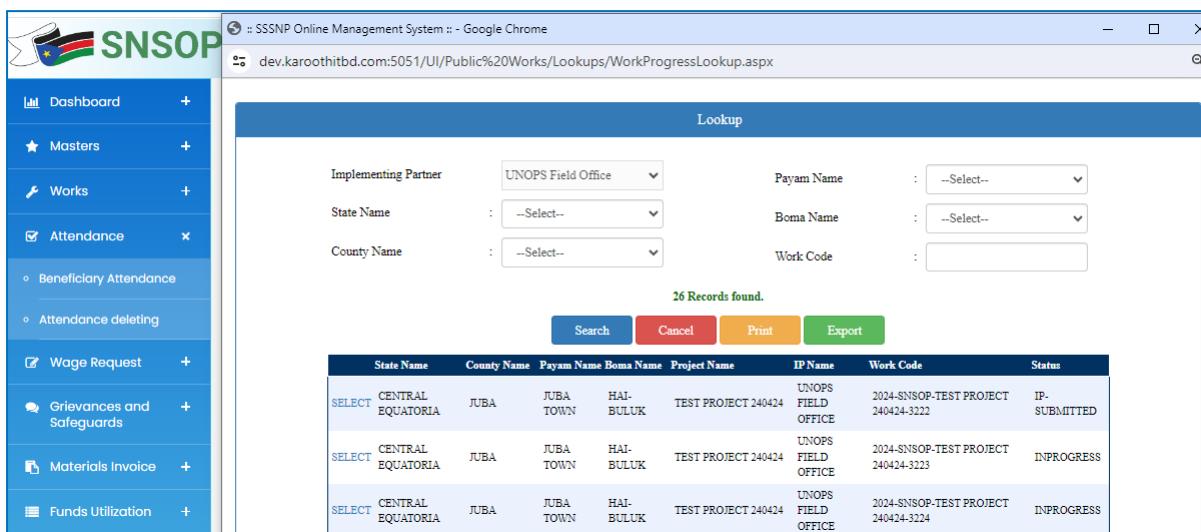
For "Beneficiary Attendance", follow the steps below:

- As IP User, locate the Attendance Menu
- Under the Attendance Menu, click on the Beneficiary Attendance Submenu
- Click on the Look Up button to open the search functionality
- Press the Search button to retrieve the relevant data



From the list of search results

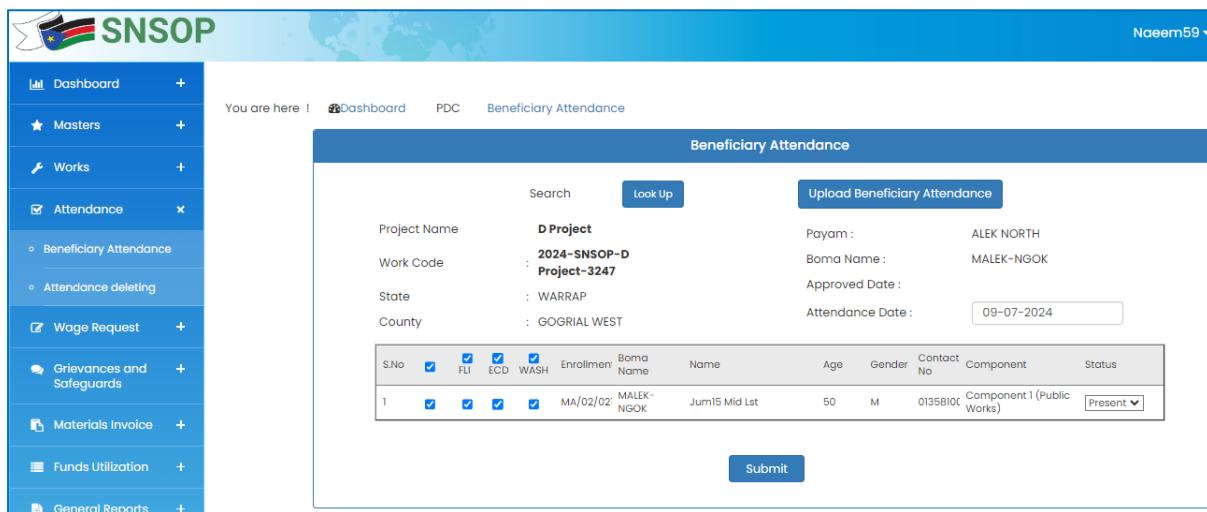
- Choose the appropriate sub-project/work proposal by clicking "Select"



State Name	County Name	Payam Name	Boma Name	Project Name	IP Name	Work Code	Status
SELECT CENTRAL EQUATORIA	JUBA	JUBA TOWN	HAI-BULUK	TEST PROJECT 240424	UNOPS FIELD OFFICE	2024-SNSOP-TEST PROJECT 240424-3222	IP-SUBMITTED
SELECT CENTRAL EQUATORIA	JUBA	JUBA TOWN	HAI-BULUK	TEST PROJECT 240424	UNOPS FIELD OFFICE	2024-SNSOP-TEST PROJECT 240424-3223	INPROGRESS
SELECT CENTRAL EQUATORIA	JUBA	JUBA TOWN	HAI-BULUK	TEST PROJECT 240424	UNOPS FIELD OFFICE	2024-SNSOP-TEST PROJECT 240424-3224	INPROGRESS

- Enter the date for which you want to submit attendance in the Attendance Date field
- Mark Beneficiaries from the List (FLI, ECD, WASH should be marked)
- Select Present/Absent from the Status dropdown
- Click the "Submit" button

Wait for the success notification to confirm that the update has been successfully processed



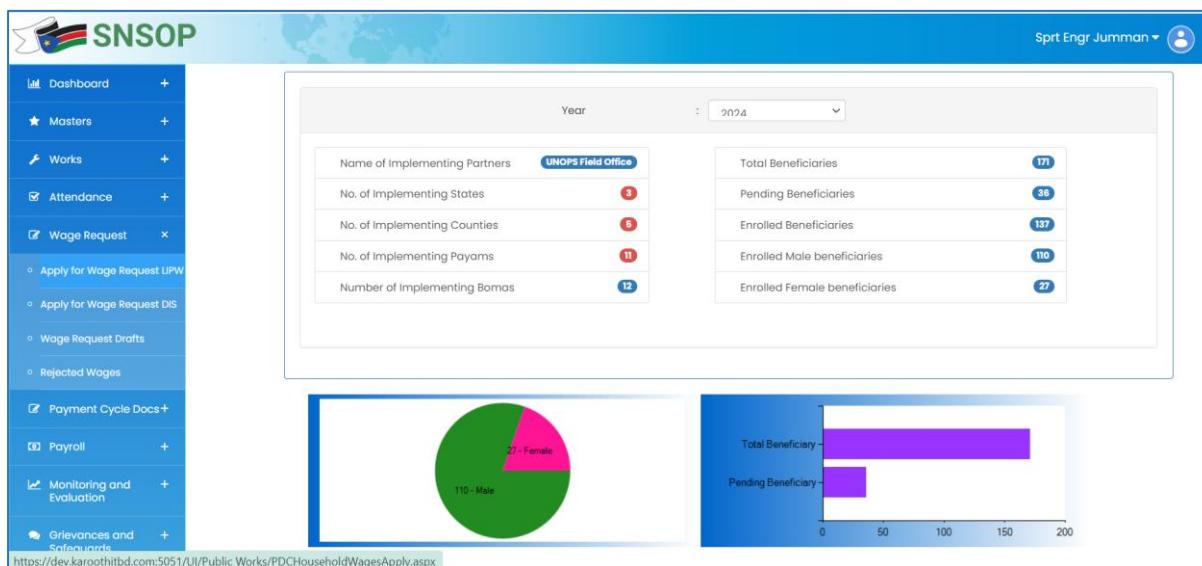
The screenshot shows the SNSOP Beneficiary Attendance interface. On the left, there's a sidebar with various menu items like Dashboard, Masters, Works, Attendance, Beneficiary Attendance, Attendance deleting, Wage Request, Grievances and Safeguards, Materials Invoice, Funds Utilization, and General Reports. The main content area is titled "Beneficiary Attendance". It includes fields for Project Name (2024-SNSOP-D Project-3247), Work Code, State (WARRAP), County (GOGRIAL WEST), Payam (ALEK NORTH), Boma Name (MALEK-NGOK), Approved Date, and Attendance Date (09-07-2024). Below these are two tables. The first table lists checkboxes for FLI, ECD, and WASH, with the last one checked. The second table shows a single row of data: S.No (1), Enrollment Date (MA/02/02), Boma Name (MALEK-NGOK), Name (Jum15 Mid Lst), Age (50), Gender (M), Contact No (0135810), Component (Component 1 (Public Works)), and Status (Present). A "Submit" button is at the bottom right of the form.

S.No	FLI	ECD	WASH	Enrollment Date	Boma Name	Name	Age	Gender	Contact No	Component	Status
1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	MA/02/02	MALEK-NGOK	Jum15 Mid Lst	50	M	0135810	Component 1 (Public Works)	Present

9. Apply for Wage Request LIPW

For "Apply for Wage Request LIPW", follow the steps below:

- Log in as Implementing Partner (IP) by using your IP credentials
- Once logged in, locate the Wage Request Menu
- Under the Wage Request Menu, click on the Apply for Wage Request LIPW Submenu



The screenshot shows the SNSOP (South Sudan National Social Safety Protection) dashboard. On the left, there is a vertical navigation menu with the following items:

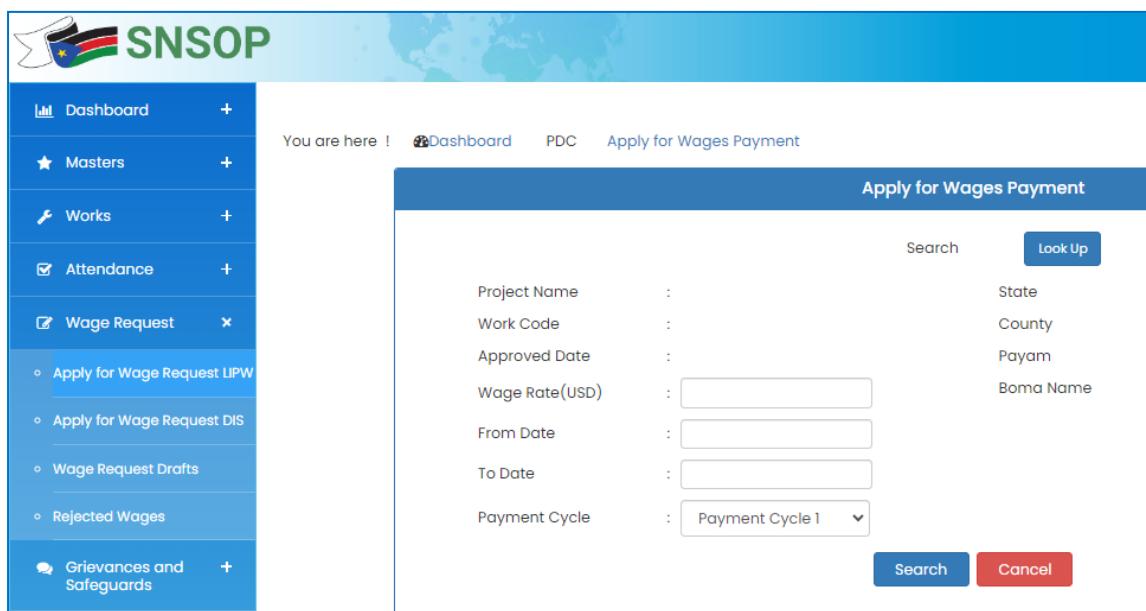
- Dashboard
- Masters
- Works
- Attendance
- Wage Request** (highlighted)
- Apply for Wage Request LIPW
- Apply for Wage Request DIS
- Wage Request Drafts
- Rejected Wages
- Payment Cycle Docs
- Payroll
- Monitoring and Evaluation
- Grievances and Safeguards

The main content area displays the following information:

- Year: 2024
- Name of Implementing Partners: UNOPS Field Office
- No. of Implementing States: 3
- No. of Implementing Counties: 5
- No. of Implementing Payams: 11
- Number of Implementing Bomas: 12
- Total Beneficiaries: 171
- Pending Beneficiaries: 38
- Enrolled Beneficiaries: 137
- Enrolled Male beneficiaries: 110
- Enrolled Female beneficiaries: 27

Below this, there is a pie chart showing the distribution of beneficiaries by gender: 110 - Male and 27 - Female. To the right is a bar chart comparing Total Beneficiary (approx. 170) and Pending Beneficiary (approx. 40).

- Click on the Look Up button to open the search functionality
- Press the Search button to retrieve the relevant data



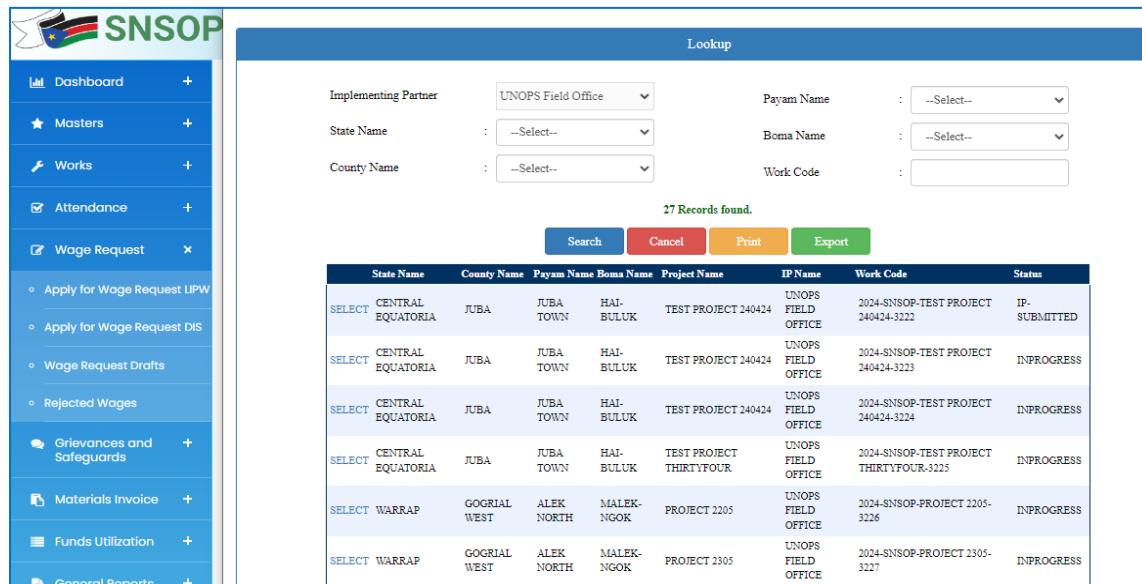
The screenshot shows the 'Apply for Wages Payment' search form. The left sidebar has the same navigation menu as the previous screenshot. The main form fields include:

Project Name	:	Search	Look Up
Work Code	:	State	
Approved Date	:	County	
Wage Rate(USD)	:	Payam	
From Date	:	Boma Name	
To Date	:		
Payment Cycle	:	Payment Cycle 1	▼

At the bottom right are 'Search' and 'Cancel' buttons.

From the list of search results

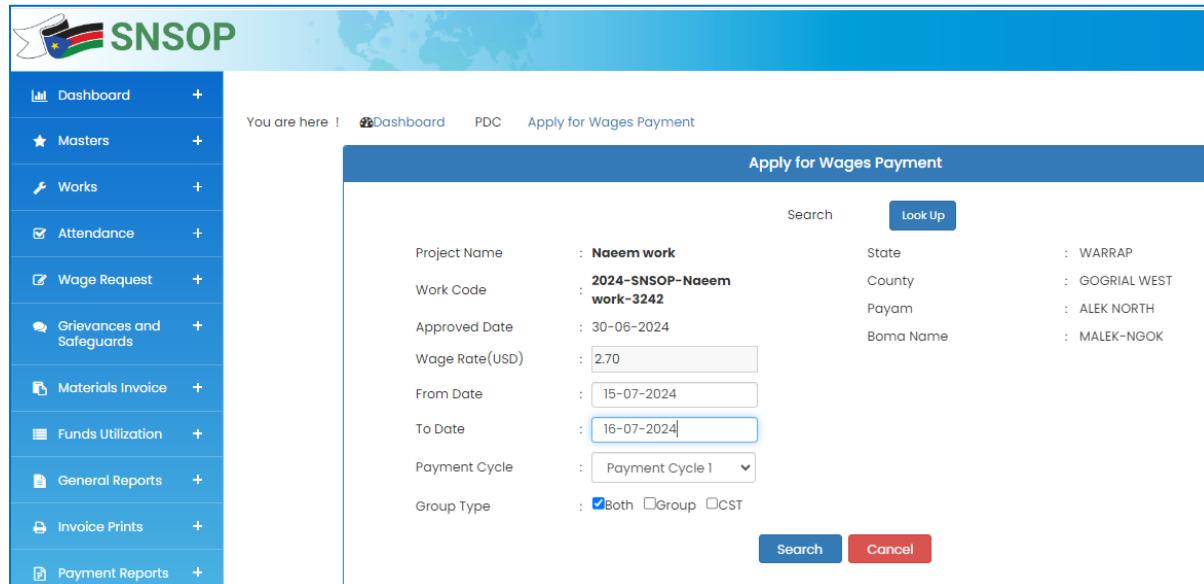
- Choose the appropriate project from the list by clicking "Select"



The screenshot shows a search interface for wage requests. On the left, there's a sidebar with a navigation menu. In the center, a table lists search results with columns for State Name, County Name, Payam Name, Boma Name, Project Name, IP Name, Work Code, and Status. The results show multiple entries for different projects and locations.

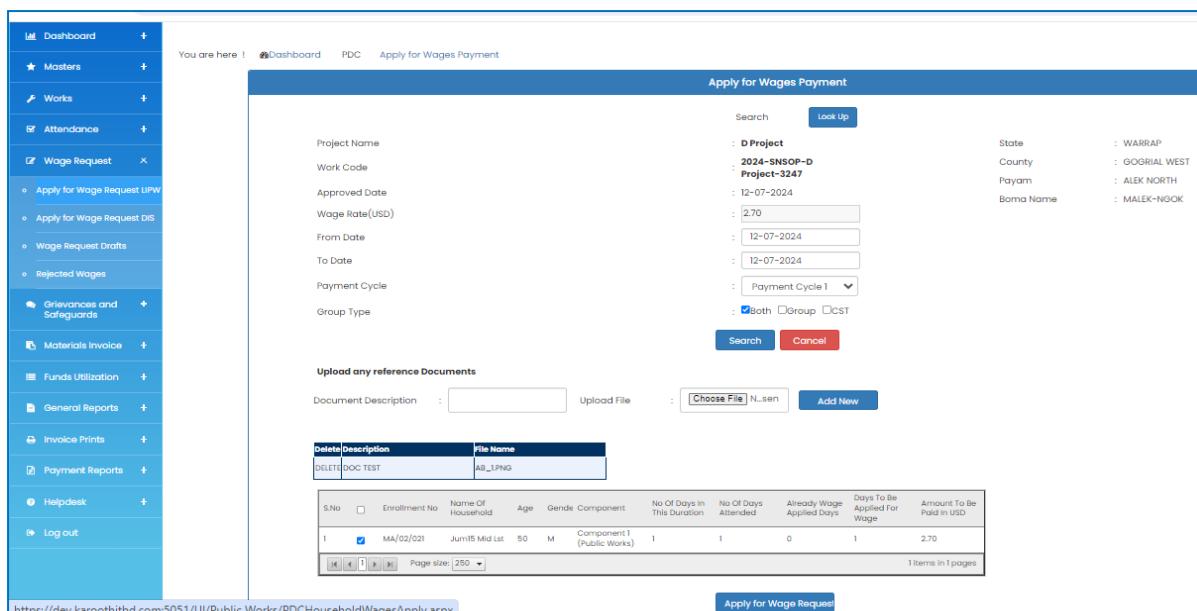
State Name	County Name	Payam Name	Boma Name	Project Name	IP Name	Work Code	Status
SELECT CENTRAL EQUATORIA	JUBA	JUBA TOWN	HAI-BULUK	TEST PROJECT 240424	UNOPS FIELD OFFICE	2024-SNSOP-TEST PROJECT 240424-3222	IP-SUBMITTED
SELECT CENTRAL EQUATORIA	JUBA	JUBA TOWN	HAI-BULUK	TEST PROJECT 240424	UNOPS FIELD OFFICE	2024-SNSOP-TEST PROJECT 240424-3223	INPROGRESS
SELECT CENTRAL EQUATORIA	JUBA	JUBA TOWN	HAI-BULUK	TEST PROJECT 240424	UNOPS FIELD OFFICE	2024-SNSOP-TEST PROJECT 240424-3224	INPROGRESS
SELECT CENTRAL EQUATORIA	JUBA	JUBA TOWN	HAI-BULUK	TEST PROJECT THIRTYFOUR	UNOPS FIELD OFFICE	2024-SNSOP-TEST PROJECT THIRTYFOUR-3225	INPROGRESS
SELECT WARRAP	GOGRIAL WEST	ALEK NORTH	MALEK-NGOK	PROJECT 2205	UNOPS FIELD OFFICE	2024-SNSOP-PROJECT 2205-3226	INPROGRESS
SELECT WARRAP	GOGRIAL WEST	ALEK NORTH	MALEK-NGOK	PROJECT 2305	UNOPS FIELD OFFICE	2024-SNSOP-PROJECT 2305-3227	INPROGRESS

- Enter the "From Date" and "To Date" in the date fields
- Select the payment cycle for which the wage request will have to be applied
- Click the "Search" button



The screenshot shows a form for applying for wages payment. It includes fields for Project Name (Naeem work), Work Code (2024-SNSOP-Naeem work-3242), Approved Date (30-06-2024), Wage Rate (USD) (2.70), From Date (15-07-2024), To Date (16-07-2024), Payment Cycle (Payment Cycle 1), Group Type (Both), and a status section with State (WARRAP), County (GOGRIAL WEST), Payam (ALEK NORTH), and Boma Name (MALEK-NGOK).

- Upload the necessary file under the any reference documents
- Click on the "Add New" button
- Select/Mark one or more Beneficiaries from the list by clicking radio button
- Click the "Apply for wage request" button



You are here : [Dashboard](#) [PDC](#) [Apply for Wages Payment](#)

Apply for Wages Payment

Project Name	State
2024-SNSOP-D Project-3247	WARRAP
Work Code	County
Approved Date	GOGRIAL WEST
Wage Rate(USD)	Payam
From Date	ALEX NORTH
To Date	Boma Name
Payment Cycle	MALEK-NGOK
Group Type	

Both Group CSC

[Search](#) [Cancel](#)

Upload any reference Documents

Document Description	File Name
DELETE DOC TEST	AB_1.PNG

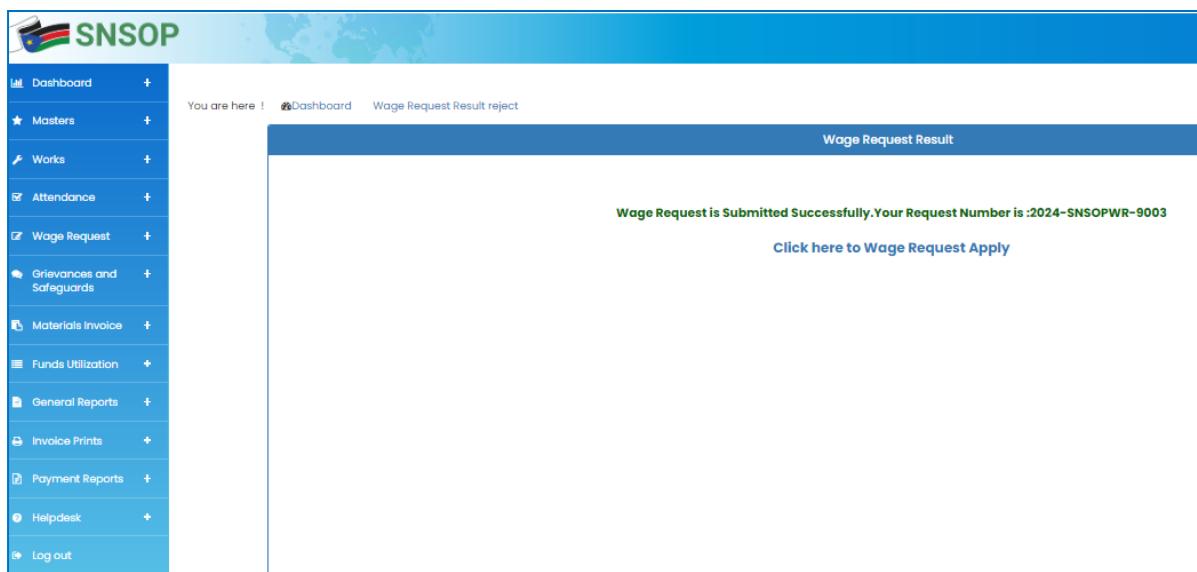
Document Description : Upload File : [Choose File](#) [N...sen] [Add New](#)

S.No	Enrollment No	Name Of Household	Age	Gender	Component	No Of Days In This Duration	No Of Days Attended	Already Wage Applied Days	Days To Be Applied For Wage	Amount To Be Paid In USD
1	<input checked="" type="checkbox"/> MA/02/021	Jum15 Mid Lst	50	M	Component I (Public Works)	1	1	0	1	2.70

Page size: 250 | [Apply for Wages Request](#)

<https://dev.karoothitbd.com:5051/UI/Public%20Works/PDCHouseholdWagesApply.aspx>

Wait for the success notification to confirm that the update has been successfully processed



You are here : [Dashboard](#) [Wage Request Result](#)

Wage Request Result

Wage Request is Submitted Successfully.Your Request Number is :2024-SNSOPWR-9003

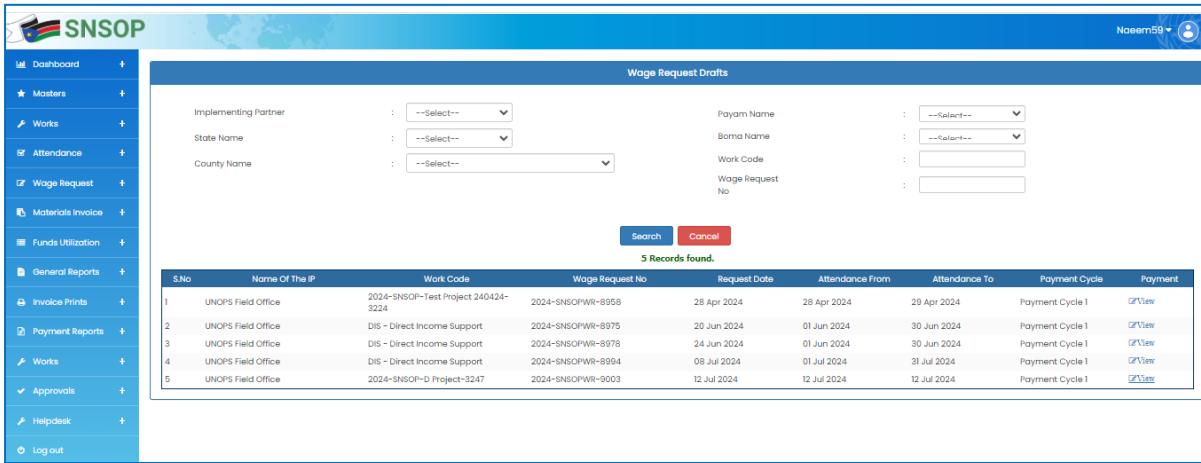
[Click here to Wage Request Apply](#)

9.1.Wage Request Drafts

For "Wage Request Drafts", follow the steps below:

- Log in as Implementing Partner (IP) by using your IP credentials. (**Note: The user must be an IP Approver**)
- Once logged in, locate the Wage Request Menu

- Under the Wage Request Menu, click on the Wage Request Drafts Submenu
- Click on the View link to open the Project from the wage request drafts

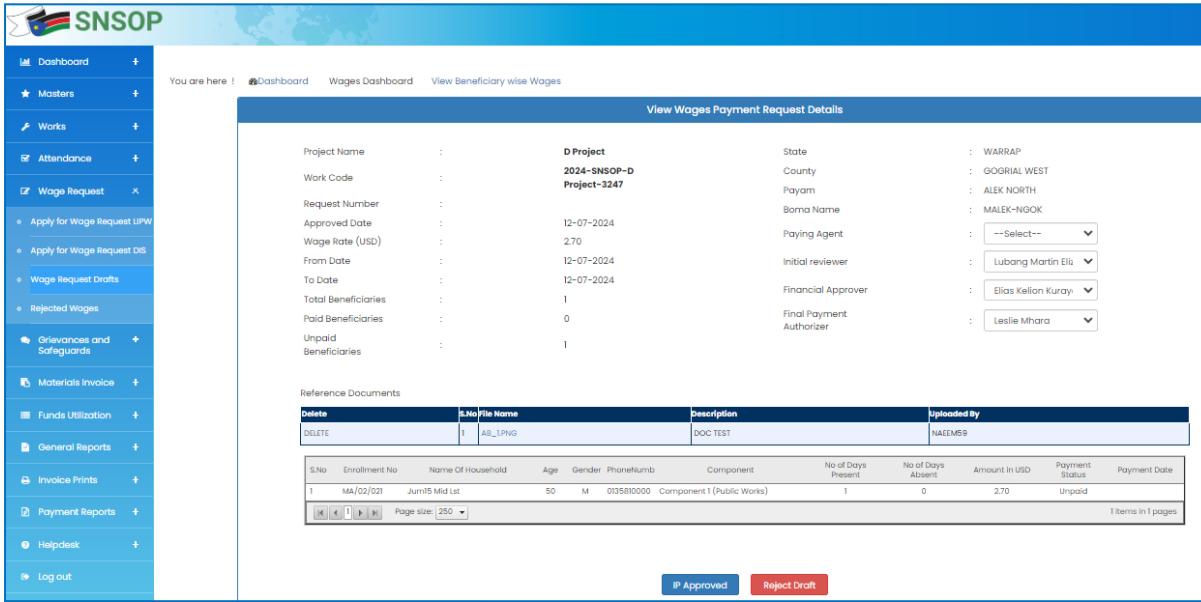


The screenshot shows the 'Wage Request Drafts' section of the SNSOP application. The interface includes a search bar and filter options for Implementing Partner, State Name, County Name, Payam Name, Boma Name, Work Code, and Wage Request No. Below the filters, a table displays 5 records found, each with columns for S.No, Name Of the IP, Work Code, Wage Request No, Request Date, Attendance From, Attendance To, Payment Cycle, and Payment status. The payment status for all records is 'GPView'.

S.No	Name Of the IP	Work Code	Wage Request No	Request Date	Attendance From	Attendance To	Payment Cycle	Payment
1	UNOPS Field Office	2024-SNSOP-Test Project 240424-3224	2024-SNSOPWR-8958	28 Apr 2024	28 Apr 2024	29 Apr 2024	Payment Cycle I	GPView
2	UNOPS Field Office	DIS - Direct Income Support	2024-SNSOPWR-8975	20 Jun 2024	01 Jun 2024	30 Jun 2024	Payment Cycle I	GPView
3	UNOPS Field Office	DIS - Direct Income Support	2024-SNSOPWR-8978	24 Jun 2024	01 Jun 2024	30 Jun 2024	Payment Cycle I	GPView
4	UNOPS Field Office	DIS - Direct Income Support	2024-SNSOPWR-8994	08 Jul 2024	01 Jul 2024	31 Jul 2024	Payment Cycle I	GPView
5	UNOPS Field Office	2024-SNSOP-D Project-3247	2024-SNSOPWR-9003	12 Jul 2024	12 Jul 2024	12 Jul 2024	Payment Cycle I	GPView

After opening "View Wages Payment Request Details"

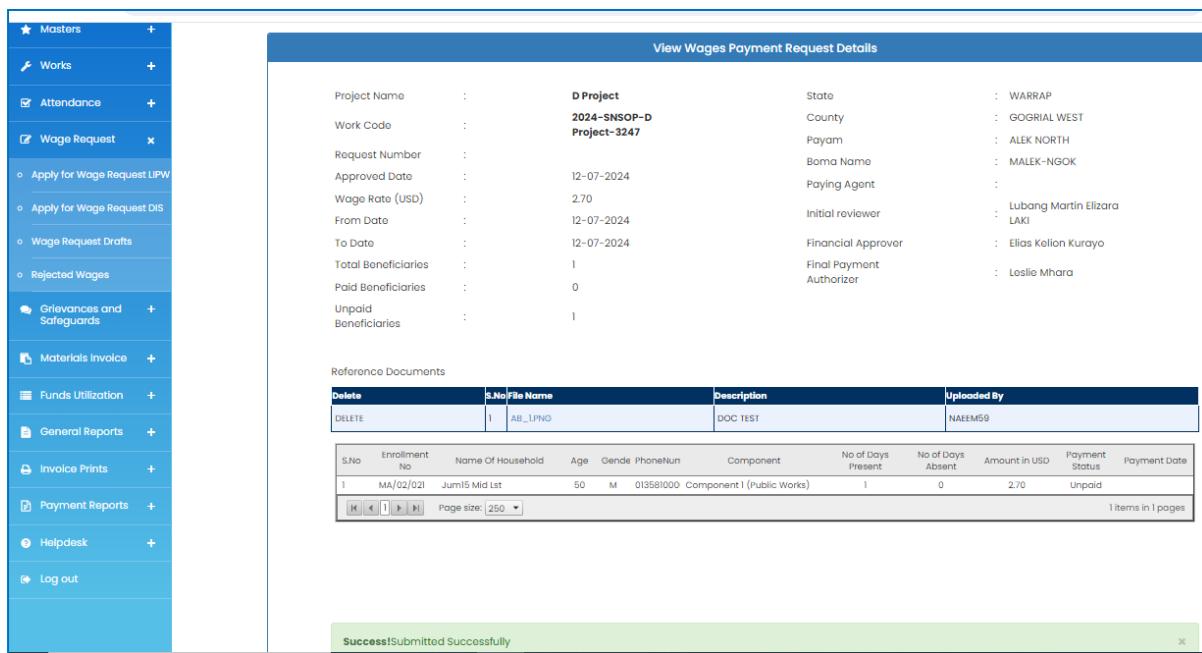
- Select the Initial Reviewer, Financial Approver and Final Payment Authorizer for this wage request
- Click the on "IP Approved" button



The screenshot shows the 'View Wages Payment Request Details' page for Project 2024-SNSOP-D. It includes fields for Project Name, Work Code, State, County, Payam, Boma Name, Paying Agent, Initial reviewer, Financial Approver, and Final Payment Authorizer. Below this, there is a 'Reference Documents' section with a table showing a single document entry (File Name: All_1PNG, Description: DOC TEST, Uploaded By: NAEEMSB). At the bottom, there are 'IP Approved' and 'Reject Draft' buttons.

Delete	S.No	File Name	Description	Uploaded By
DELETE	1	All_1PNG	DOC TEST	NAEEMSB

Wait for the success notification to confirm that the update has been successfully processed



The screenshot shows the 'View Wages Payment Request Details' page. On the left, there is a sidebar menu with various options like Masters, Works, Attendance, Wage Request, etc. The 'Wage Request' option is selected. The main content area displays the request details:

Project Name		D Project		State	
Work Code	:	2024-SNSOP-D	Project-3247	County	: GOGRIAL WEST
Request Number	:			Payam	: ALEX NORTH
Approved Date	:	12-07-2024		Boma Name	: MALEK-NGOK
Wage Rate (USD)	:	2.70		Paying Agent	:
From Date	:	12-07-2024		Initial reviewer	: Lubang Martin Elizara LAKI
To Date	:	12-07-2024		Financial Approver	: Elias Kellon Kurayo
Total Beneficiaries	:	1		Final Payment Authorizer	: Leslie Mhara
Paid Beneficiaries	:	0			
Unpaid Beneficiaries	:	1			

Below this is a section for 'Reference Documents' with a table:

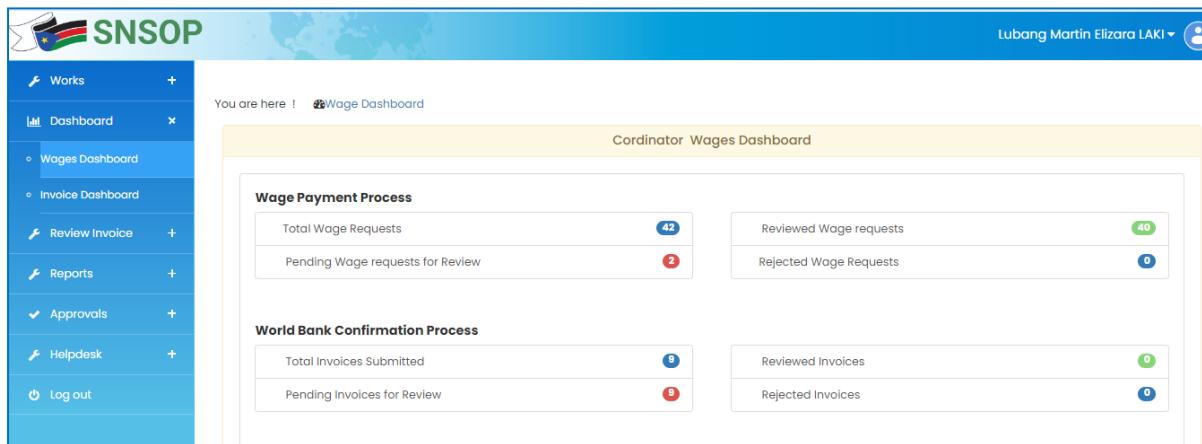
Delete	S.No	File Name	Description	Uploaded By
DELETE	1	AB_UPNG	DOC TEST	NAEEM59

At the bottom, a green bar says 'Success! Submitted Successfully'.

9.2.Approval from Initial Reviewer

For "Approval from Initial Reviewer", follow the steps below:

- Log in as Initial Reviewer (Coordinator) by using your Coordinator credentials
- Once logged in, locate the Dashboard Menu
- Under the Dashboard Menu, click on the Wages Dashboard Submenu
- Click on Pending Wage Requests to review the requested records



The screenshot shows the 'Coordinator Wages Dashboard'. On the left, there is a sidebar menu with various options like Works, Dashboard, Wages Dashboard, Invoice Dashboard, etc. The 'Wages Dashboard' option is selected. The main content area displays two sections: 'Wage Payment Process' and 'World Bank Confirmation Process'.

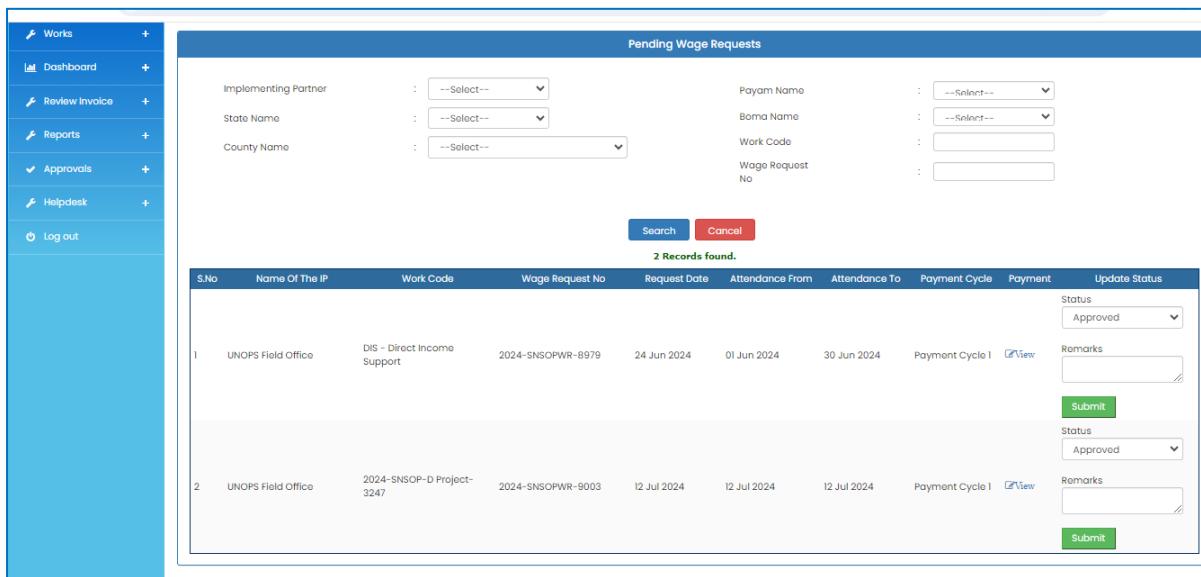
Wage Payment Process:

Total Wage Requests	42	Reviewed Wage requests	40
Pending Wage requests for Review	2	Rejected Wage Requests	0

World Bank Confirmation Process:

Total Invoices Submitted	9	Reviewed Invoices	0
Pending Invoices for Review	9	Rejected Invoices	0

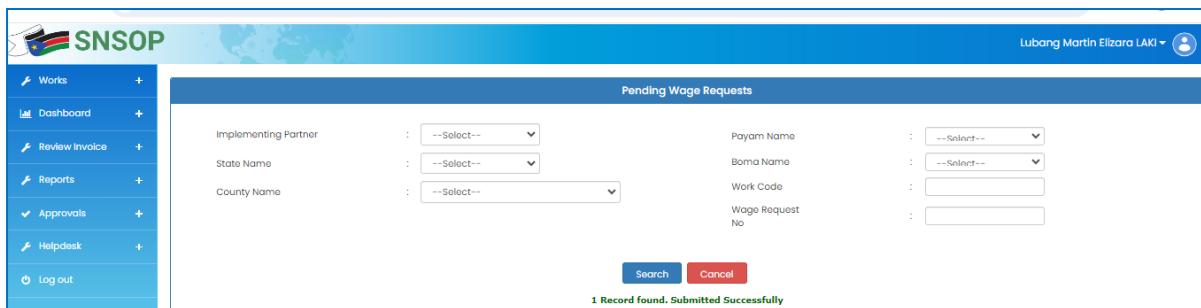
- Mark the wage requests which you want to approve as "Approved"
- Click the "Submit" button



The screenshot shows a user interface for managing wage requests. On the left is a sidebar with navigation links: Works, Dashboard, Review Invoice, Reports, Approvals (which is selected), Helpdesk, and Log out. The main content area is titled "Pending Wage Requests". It includes search filters for Implementing Partner, Payam Name, State Name, Boma Name, County Name, Work Code, and Wage Request No. Below the filters are "Search" and "Cancel" buttons. A message "2 Records found." is displayed above a table. The table has columns: S.No, Name Of The IP, Work Code, Wage Request No, Request Date, Attendance From, Attendance To, Payment Cycle, Payment, and Update Status. Two rows of data are listed:

S.No	Name Of The IP	Work Code	Wage Request No	Request Date	Attendance From	Attendance To	Payment Cycle	Payment	Update Status
1	UNOPS Field Office	DIS - Direct Income Support	2024-SNSOPWR-8979	24 Jun 2024	01 Jun 2024	30 Jun 2024	Payment Cycle 1		Status: Approved Remarks: <input type="text"/> Submit
2	UNOPS Field Office	2024-SNSOP-D Project-3247	2024-SNSOPWR-9003	12 Jul 2024	12 Jul 2024	12 Jul 2024	Payment Cycle 1		Status: Approved Remarks: <input type="text"/> Submit

Wait for the success notification to confirm that the update has been successfully processed

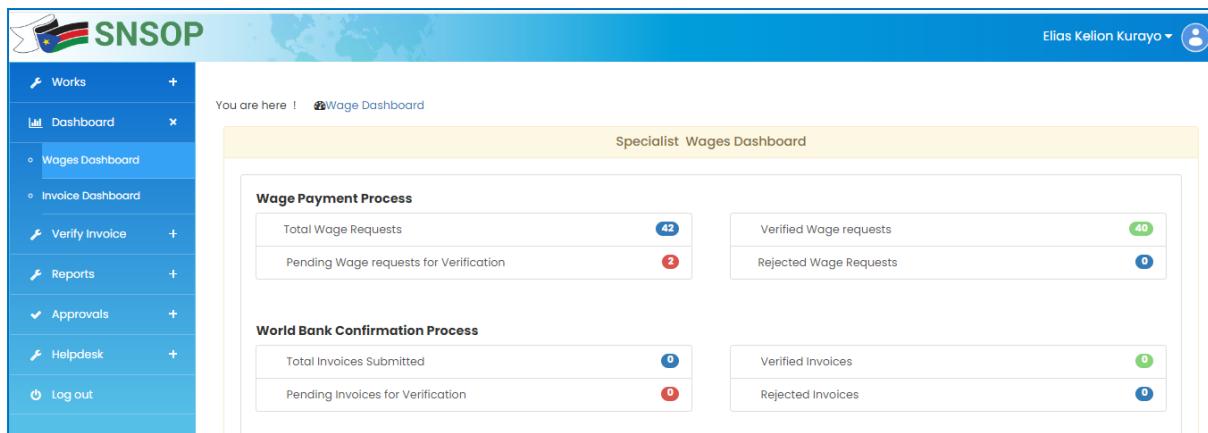


This screenshot shows the same "Pending Wage Requests" page after one record has been submitted. The message "1 Record found. Submitted Successfully" is displayed at the bottom. The table now shows only one record from row 1.

9.3.Approval from Financial Approver

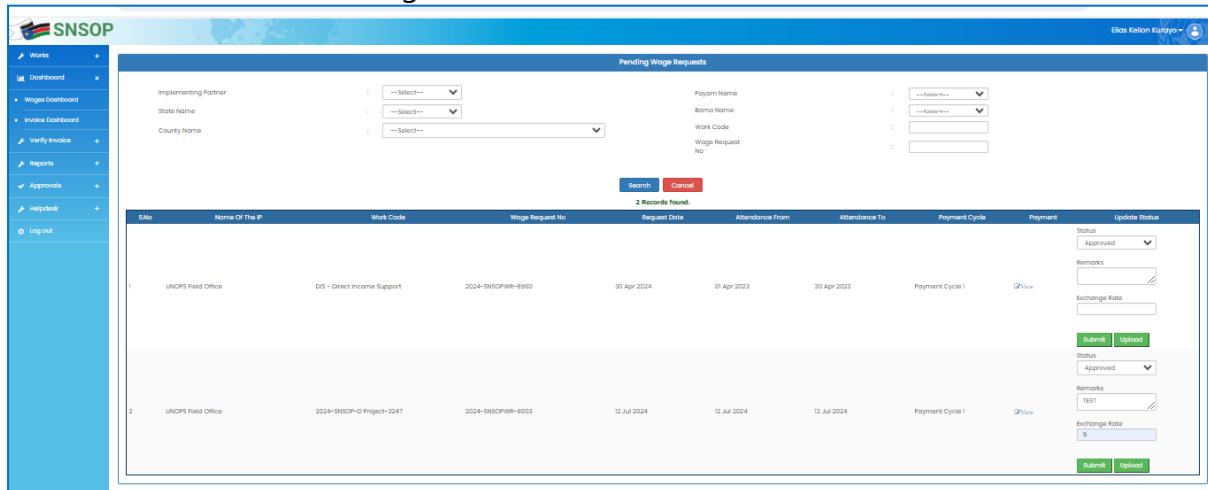
For "Approval from Financial Approver", follow the steps below:

- Log in as Financial Approver (Specialist) by using your Specialist credentials
- Once logged in, locate the Dashboard Menu
- Under the Dashboard Menu, click on the Wages Dashboard Submenu
- Click on Pending Wage Requests to verify the requested records



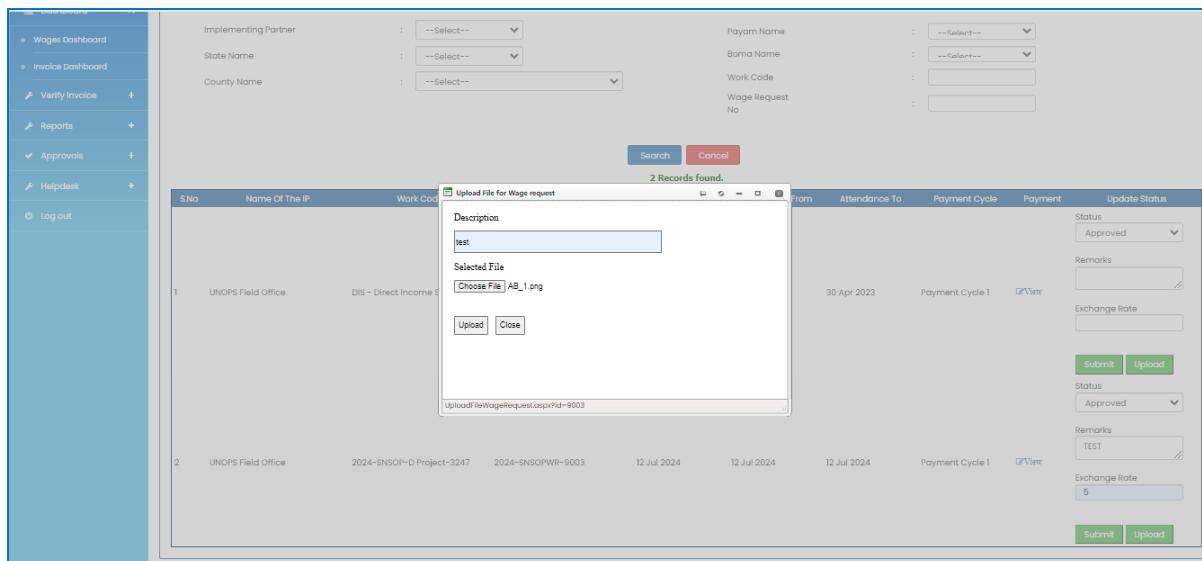
After opening the Pending Wage Requests page, the status of the records will be displayed as "Approved"

- Put the appropriate value in Exchange Rate filed
- Click on Upload button (new diagram open after click) to upload supporting document for exchange rate



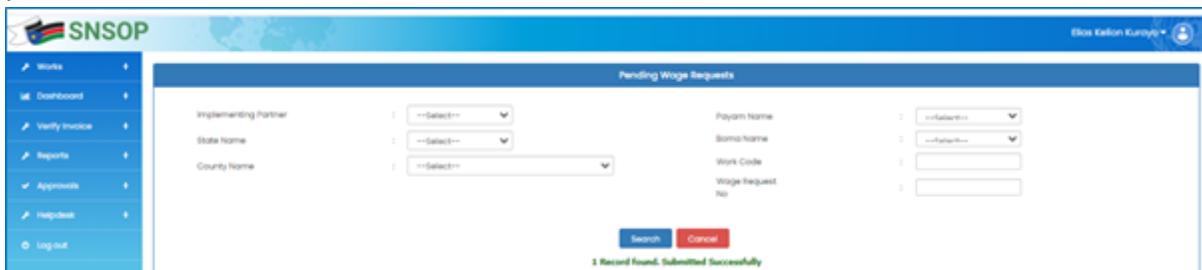
ID#	Name Of The P	Work Code	Wage Request No	Regular Date	Attendance From	Attendance To	Payment Cycle	Payrate	Update Status
1	UNOPS Field Office	DIS - Direct Income Support	2024-SNSOPWR-9990	30 Apr 2024	01 Apr 2023	30 Apr 2023	Payment Cycle 1	<input type="button" value="View"/>	Status: Approved Remarks: Exchange Rate: <input type="button" value="Submit"/> <input type="button" value="Upload"/>
2	UNOPS Field Office	2024-SNSOP-WB Project-3247	2024-SNSOPWB-9003	12 Jul 2024	12 Jul 2024	12 Jul 2024	Payment Cycle 1	<input type="button" value="View"/>	Status: Approved Remarks: TEST Exchange Rate: 5 <input type="button" value="Submit"/> <input type="button" value="Upload"/>

- Put information in Description filed
- Upload a file from choose file field and click Upload button
- Click Close to shut down this diagram
- Click the "Submit" button



S.No	Name Of The IP	Work Code	From	Attendance To	Payment Cycle	Payment	Update Status
1	UNOPS Field Office	DIS - Direct Income S	30 Apr 2023		Payment Cycle 1	<input checked="" type="checkbox"/>	Status: Approved Remarks: TEST Exchange Rate: 5
2	UNOPS Field Office	2024-SNSOIP-D Project-3247	2024-SNSOPWR-9003	12 Jul 2024	12 Jul 2024	<input checked="" type="checkbox"/>	Status: Approved Remarks: TEST Exchange Rate: 5

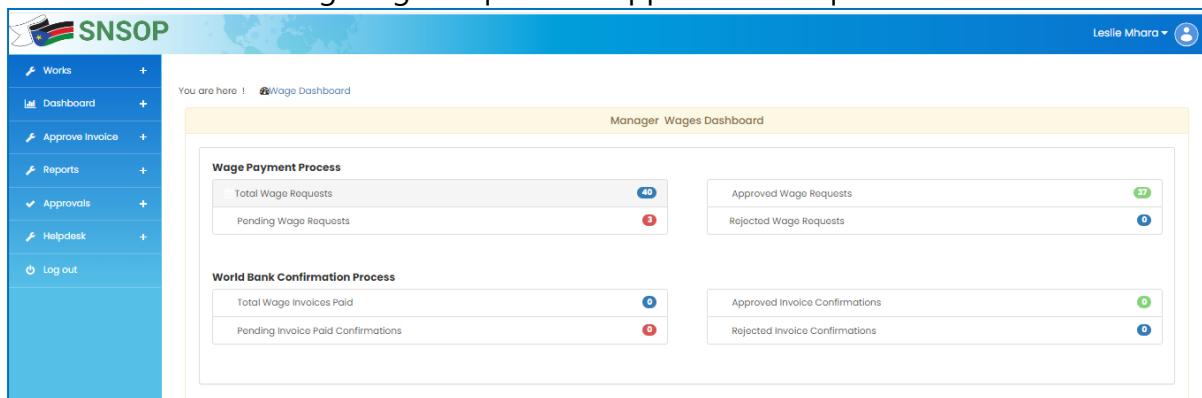
Wait for the success notification to confirm that the update has been successfully processed



9.4. Approval from Final Payment Authorizer

For "Approval from Final Payment Authorizer", follow the steps below:

- Log in as Final Payment Authorizer (Manager) by using your Manager credentials
- Once logged in, locate the Dashboard Menu
- Under the Dashboard Menu, click on the Wages Dashboard Submenu
- Click on Pending Wage Requests to approve the requested records



Total Wage Requests	Approved Wage Requests
40	37

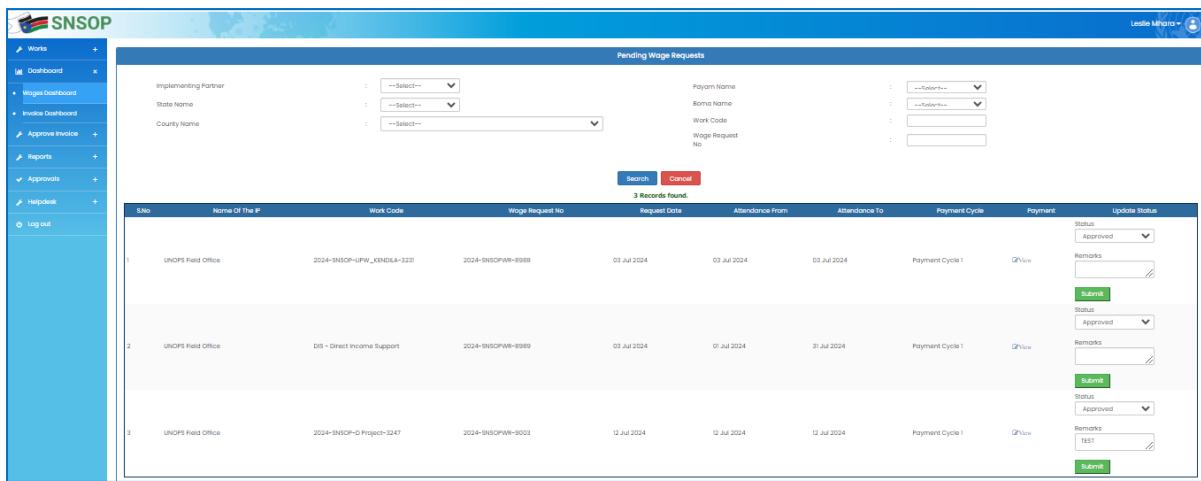
Pending Wage Requests	Rejected Wage Requests
3	0

Total Wage Invoices Paid	Approved Invoice Confirmations
0	0

Pending Invoice Paid Confirmations	Rejected Invoice Confirmations
0	0

The status of the records will be displayed as "Approved"

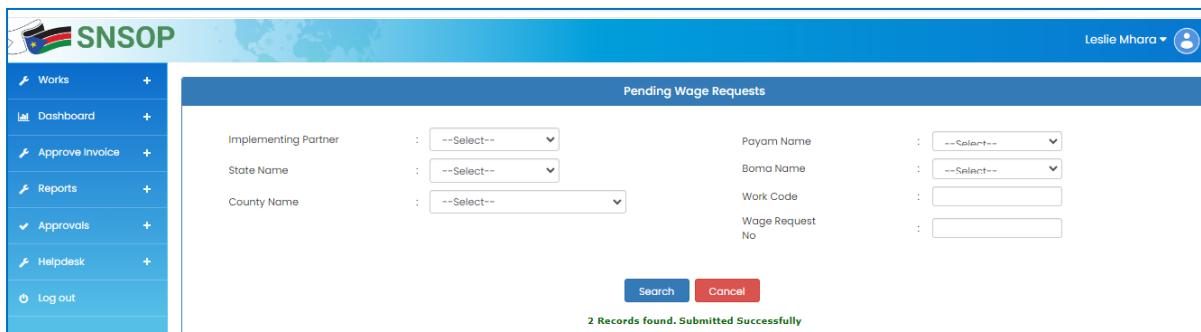
- Click the "Submit" button



The screenshot shows the 'Pending Wage Requests' section of the SNSOP system. It displays three wage requests from 'UNOPS Field Office' with the following details:

SNo	Name Of The IP	Work Code	Wage Request No	Request Date	Attendance From	Attendance To	Payment Cycle	Payment	Update Status
1	UNOPS Field Office	2024-SNSOP-UPW_KENDEA-3228	2024-SNSOPWR-8988	03 Jul 2024	03 Jul 2024	03 Jul 2024	Payment Cycle I	Q1/2024	Status: Approved Remarks: TEST1
2	UNOPS Field Office	DIS - Direct Income Support	2024-SNSOPWR-8989	03 Jul 2024	01 Jul 2024	21 Jul 2024	Payment Cycle I	Q1/2024	Status: Approved Remarks: TEST1
3	UNOPS Field Office	2024-SNSOP-D Project-3247	2024-SNSOPWR-9003	12 Jul 2024	12 Jul 2024	12 Jul 2024	Payment Cycle I	Q1/2024	Status: Approved Remarks: TEST1

Wait for the success notification to confirm that the update has been successfully processed.



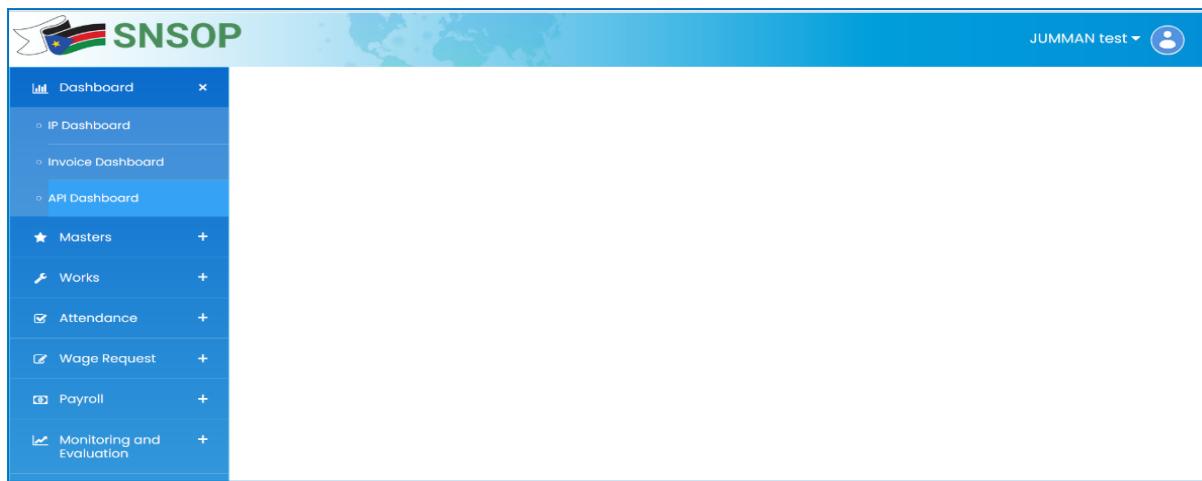
The screenshot shows the 'Pending Wage Requests' section of the SNSOP system. It displays two wage requests from 'UNOPS Field Office' with the message '2 Records found. Submitted Successfully' at the bottom.

10. Beneficiary Confirmation for DIS

The "**Direct Income Support (DIS)**" segment provides financial aid to impoverished households with no alternative income and unable-bodied members for labor-intensive work. It targets child-headed, female-headed, elderly-headed households, and those led by individuals with chronic illnesses or disabilities, ensuring support for the most vulnerable.

For "Beneficiary Confirmation for DIS", follow the steps below:

- Log in as Implementing Partner (IP) by using your IP credentials
- Once logged in, locate the Dashboard Menu
- Under the Dashboard Menu, click on the API Dashboard Submenu



IP user can view total beneficiaries, pending beneficiaries, confirmed beneficiaries, dropped beneficiaries from the dashboard.

- Click on pending beneficiaries

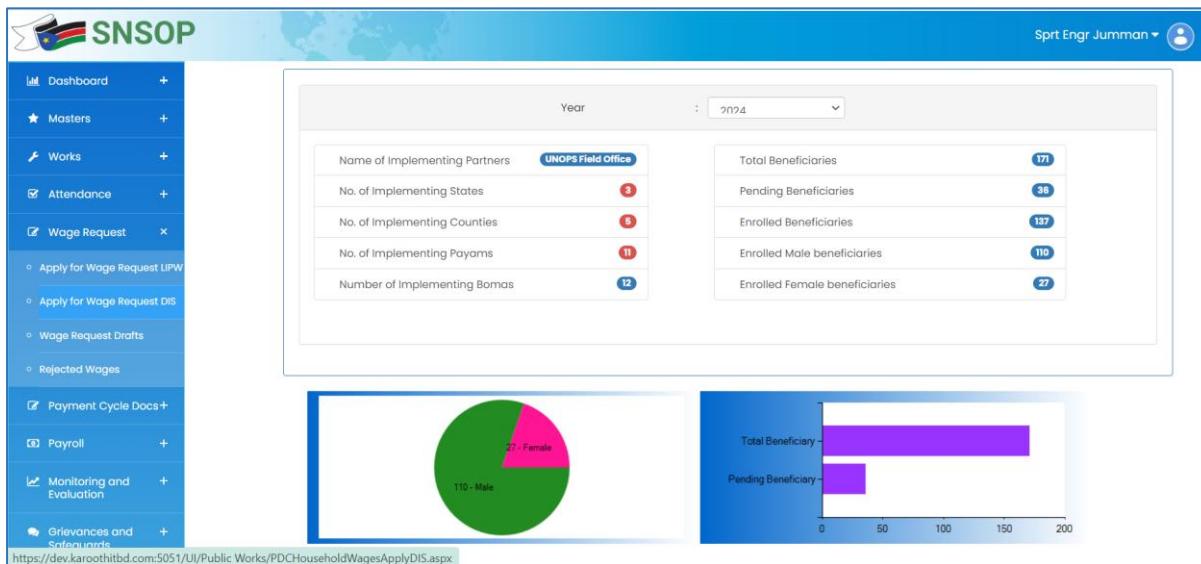
API	
Total Beneficiaries	105
Pending Beneficiaries	20
Confirmed Beneficiaries	85
Dropped Beneficiaries	0

By default, Pending Beneficiaries List will be shown. The list can also be retrieved by searching by specific information from the search criteria.

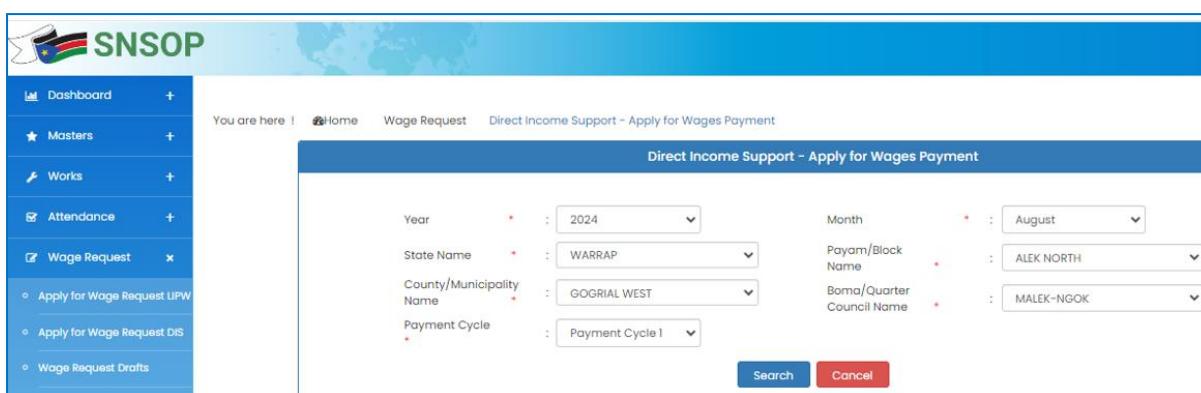
11. Apply for Wage Request DIS

For "Apply for Wage Request DIS", follow the steps below:

- Log in as Implementing Partner (IP) by using your IP credentials
- Once logged in, locate the Wage Request Menu
- Under the Wage Request Menu, click on the Apply for Wage Request DIS Submenu



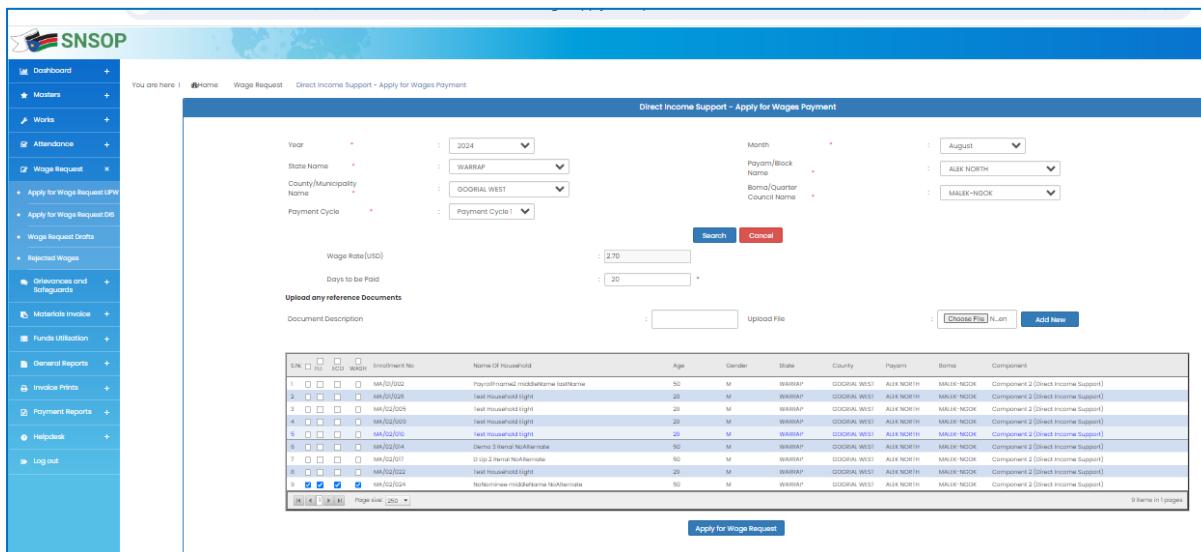
- Select State from State Name dropdown
- Select County from County Name dropdown
- Select Payam from Payam Name dropdown
- Select Boma from Boma Name dropdown
- Select Payment cycle from its dropdown
- Click on Search button



The screenshot shows the "Direct Income Support - Apply for Wages Payment" form. It includes fields for Year (2024), State Name (WARRAP), County/Municipality Name (GOGRIAL WEST), Payment Cycle (Payment Cycle I), Month (August), Payam/Block Name (ALEK NORTH), and Boma/Quarter Council Name (MALEK-NGOK). There are also "Search" and "Cancel" buttons at the bottom.

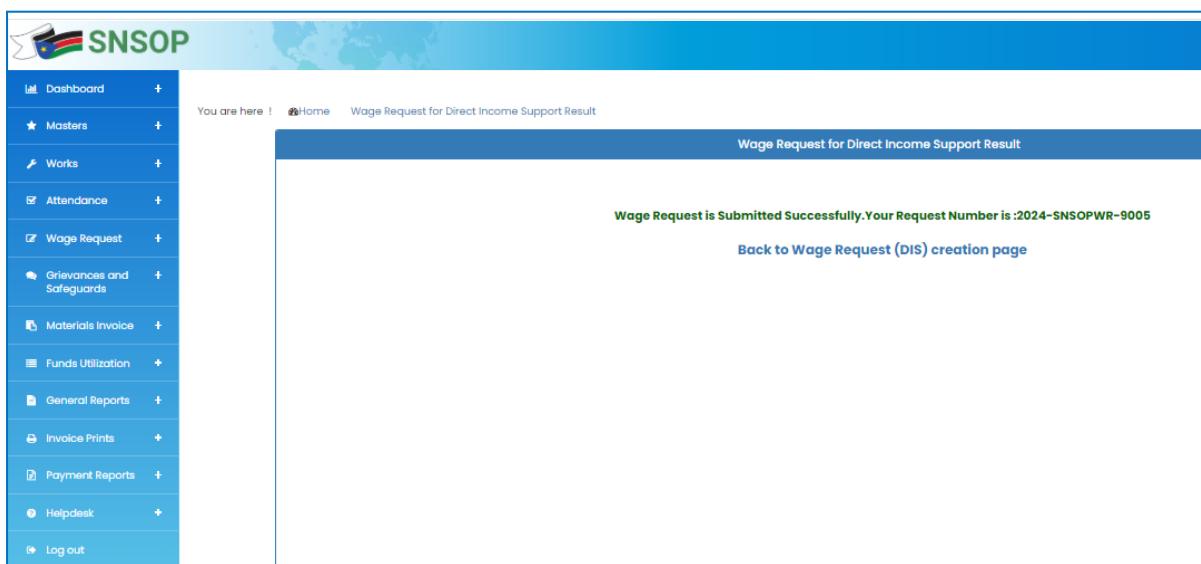
- Mark Beneficiary from Search Result List
- Upload a file from file choose
- Put document name in Document Description field

- Click on Add New button
- Click on Apply for Wage Request Button



The screenshot shows the "Direct Income Support - Apply for Wages Payment" page. It includes dropdown menus for Year (2024), Month (August), State Name (WARAP), County/Municipality Name (ODORUL WEST), and Payment Cycle (Payment Cycle 1). Below these are input fields for "Wage Rate(USD)" (2.70) and "Days to be Paid" (20). A table lists household members with columns: S/N, Household No, Name of Household, Age, Gender, State, Country, Payers, Name, and Component. The table contains 9 rows of data. At the bottom is a blue "Apply for Wage Request" button.

Wait for the success notification to confirm that the request has been successfully processed

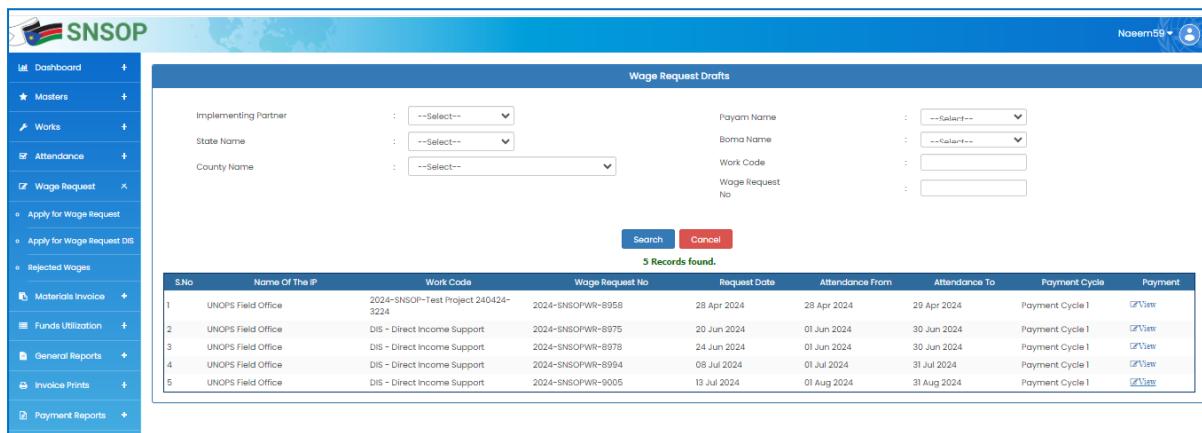


The screenshot shows the "Wage Request for Direct Income Support Result" page. It displays a green success message: "Wage Request is Submitted Successfully. Your Request Number is :2024-SNSOPWR-9005". Below it is a blue link: "Back to Wage Request (DIS) creation page".

11.1. Wage Request Drafts

For "Wage Request Drafts", follow the steps below:

- Log in as Implementing Partner (IP) by using your IP credentials. (**Note: The user must be an IP Approver**)
- Once logged in, locate the Wage Request Menu
- Under the Wage Request Menu, click on the Wage Request Drafts Submenu
- Click on the View link to open the Project from the wage request drafts

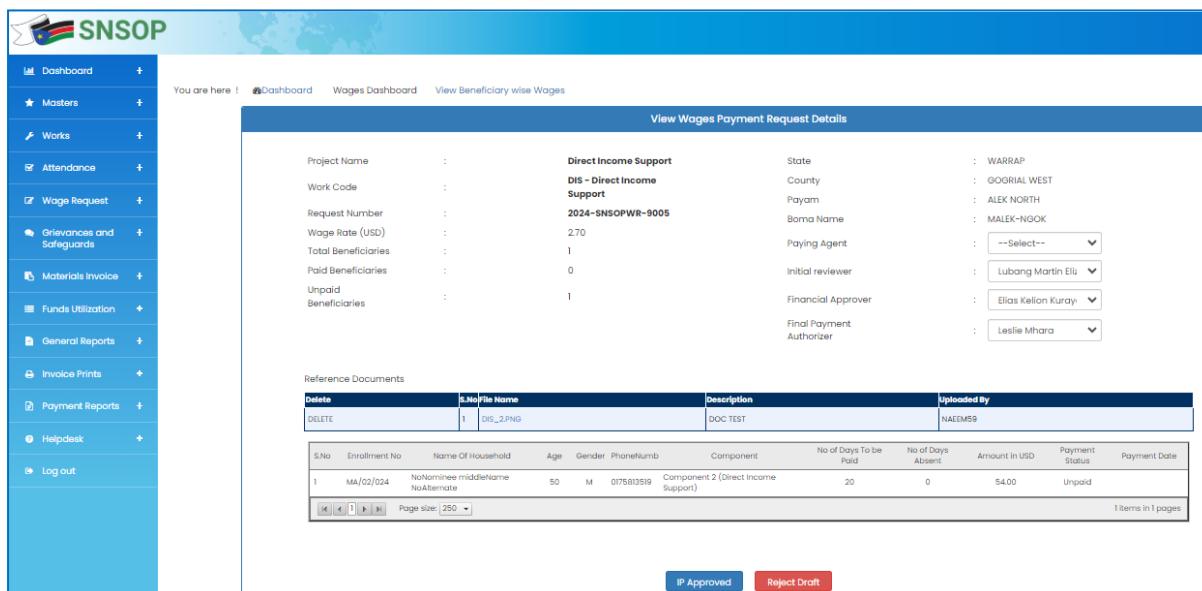


The screenshot shows the 'Wage Request Drafts' page. On the left is a sidebar with various menu items. The main area has search and cancel buttons, and a table with 5 records found. The table columns are: S.No, Name Of The IP, Work Code, Wage Request No, Request Date, Attendance From, Attendance To, Payment Cycle, and Payment. Each row contains details for a specific wage request, such as 'UNOPS Field Office' and 'DIS - Direct Income Support'.

After opening "View Wages Payment Request Details"

- Select the Initial Reviewer, Financial Approver and Final Payment Authorizer for this wage request
- Click on the IP Approved button

Wait for the success notification to confirm that the update has been successfully processed



The screenshot shows the 'View Wages Payment Request Details' page. It includes sections for Project Name, Work Code, Request Number, Wage Rate (USD), Total Beneficiaries, Paid Beneficiaries, and Unpaid Beneficiaries. Below this is a 'Reference Documents' section with a table showing a single file named 'DIS_2.PNG'. At the bottom are 'IP Approved' and 'Reject Draft' buttons.

View Wages Payment Request Details

Project Name	:	Direct Income Support	State	:	WARRAP
Work Code	:	DIS - Direct Income Support	County	:	GOGRIAL WEST
Request Number	:	2024-SNSOPWR-9006	Payam	:	ALEK NORTH
Wage Rate (USD)	:	2.70	Boma Name	:	MALEK-NGOK
Total Beneficiaries	:	1	Paying Agent	:	
Paid Beneficiaries	:	0	Initial reviewer	:	Lubang Martin Elizara LAKI
Unpaid Beneficiaries	:	1	Financial Approver	:	Elias Kelion Kurayo
			Final Payment Authorizer	:	Leslie Mhara

Reference Documents

S.No	Enrollment No	Name Of Household	Age	Gender	PhoneNo	Component	No of Days To be Paid	No of Days Absent	Amount in USD	Payment Status	Payment Date
1	MA/02/014	Demo 3 Renal NoAlternate	50	M	017581351	Component 2 (Direct Income Support)	20	0	54.00	Unpaid	

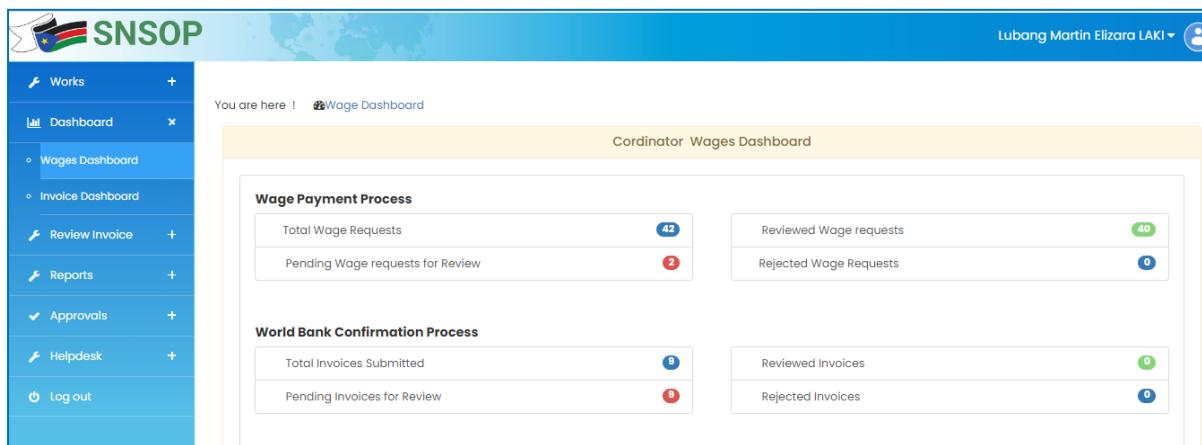
Page size: 250 ▼

1 items in 1 pages

11.2. Approval from Initial Reviewer

For "Approval from Initial Reviewer", follow the steps below:

- Log in as Initial Reviewer (Coordinator) by using your Coordinator credentials
- Once logged in, locate the Dashboard Menu
- Under the Dashboard Menu, click on the Wages Dashboard Submenu
- Click on Pending Wage Requests to review the requested records



The screenshot shows the SNSOP Coordinator Wages Dashboard. On the left, there is a sidebar menu with options like Works, Dashboard, Wages Dashboard (which is selected and highlighted in blue), Invoice Dashboard, Review Invoice, Reports, Approvals, Helpdesk, and Log out. The main dashboard area has a header "Coordinator Wages Dashboard". Below it, there are two sections: "Wage Payment Process" and "World Bank Confirmation Process". Each section contains two cards with counts: "Total Wage Requests" (42), "Reviewed Wage requests" (40), "Pending Wage requests for Review" (2), "Rejected Wage Requests" (0), "Total Invoices Submitted" (1), "Reviewed Invoices" (0), "Pending Invoices for Review" (9), and "Rejected Invoices" (0). The top right corner shows the user's name "Lubang Martin Elizara LAKI" and a profile icon.

- Mark the wage requests which you want to approve as "Approved"
- Click the "Submit" button

Pending Wage Requests

S.No	Name Of The IP	Work Code	Wage Request No	Request Date	Attendance From	Attendance To	Payment Cycle	Payment	Update Status
1	UNOPS Field Office	DIS - Direct Income Support	2024-SNSOPWR-8979	24 Jun 2024	01 Jun 2024	30 Jun 2024	Payment Cycle I	View	Status: Approved Remarks: <input type="text"/>
2	UNOPS Field Office	2024-SNSOPWR-3247	2024-SNSOPWR-9003	12 Jul 2024	12 Jul 2024	12 Jul 2024	Payment Cycle I	View	Status: Approved Remarks: <input type="text"/>

Wait for the success notification to confirm that the update has been successfully processed

Pending Wage Requests

S.No	Name Of The IP	Work Code	Wage Request No	Request Date	Attendance From	Attendance To	Payment Cycle	Payment	Update Status
1	UNOPS Field Office	DIS - Direct Income Support	2024-SNSOPWR-8979	24 Jun 2024	01 Jun 2024	30 Jun 2024	Payment Cycle I	View	Status: Approved Remarks: <input type="text"/>

1 Record found. Submitted Successfully

11.3. Approval from Financial Approver

For "Approval from Financial Approver", follow the steps below:

- Log in as Financial Approver (Specialist) by using your Specialist credentials
- Once logged in, locate the Dashboard Menu
- Under the Dashboard Menu, click on the Wages Dashboard Submenu
- Click on Pending Wage Requests to verify the requested records

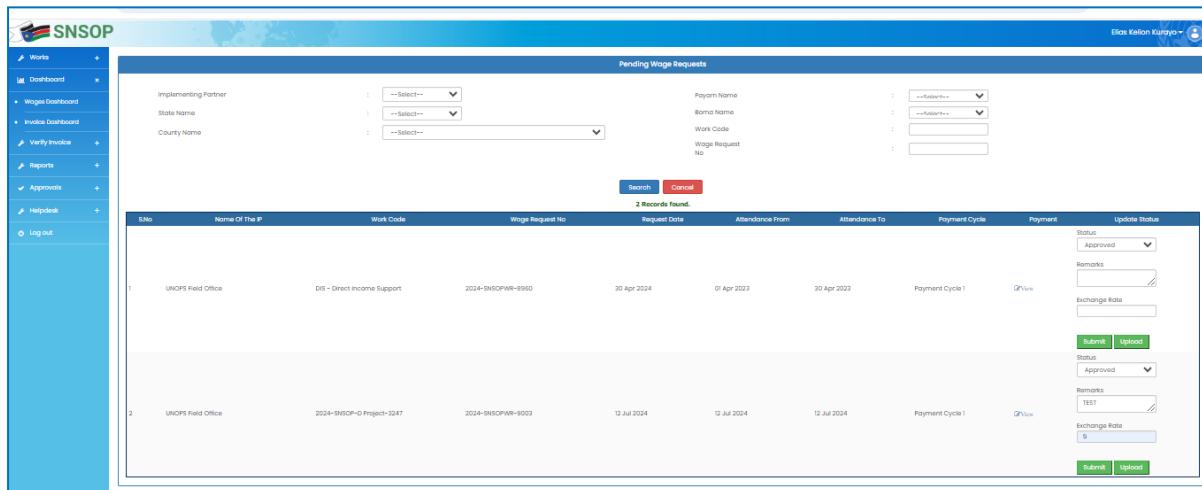
Specialist Wages Dashboard

Total Wage Requests	42	Verified Wage requests	40
Pending Wage requests for Verification	2	Rejected Wage Requests	0

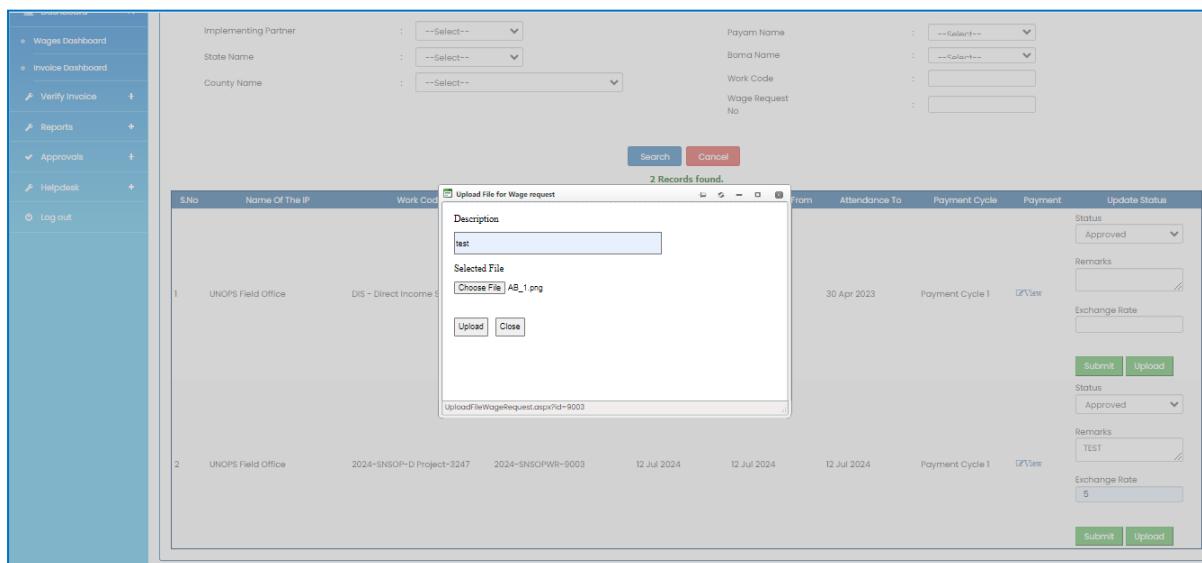
Total Invoices Submitted	0	Verified Invoices	0
Pending Invoices for Verification	0	Rejected Invoices	0

After opening the Pending Wage Requests page, the status of the records will be displayed as "Approved".

- Put the appropriate value in Exchange Rate filed
- Click on “Upload” button (new diagram open after click) to upload supporting document for exchange rate

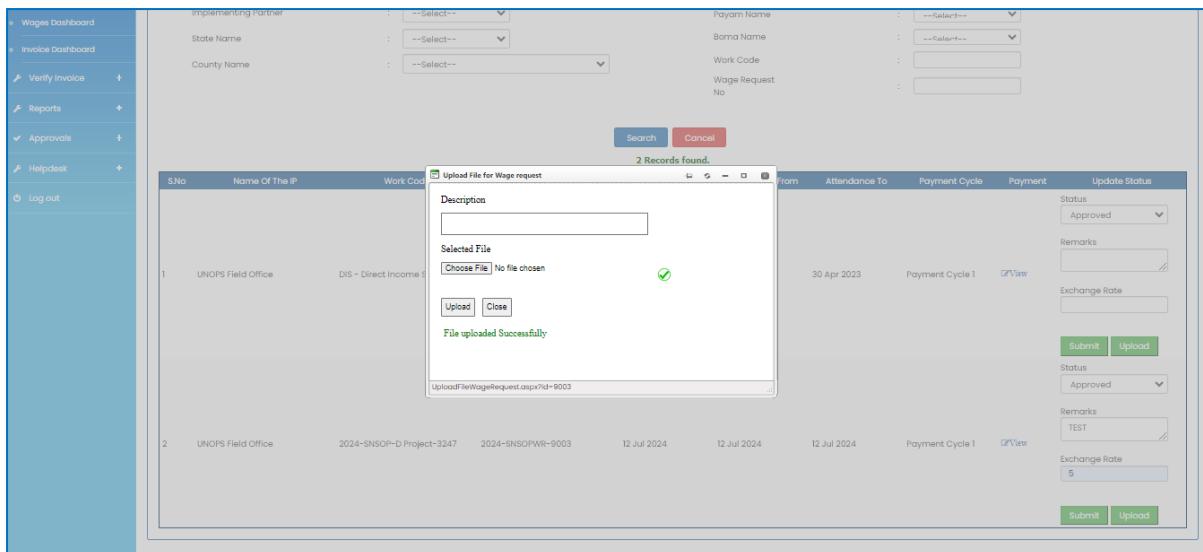


The screenshot shows the 'Pending Wage Requests' page. On the left, there is a navigation sidebar with options like 'Dashboard', 'Wages Dashboard', 'Invoice Dashboard', 'Verify Invoice', 'Reports', 'Approvals', 'Helpdesk', and 'Log out'. The main area has search filters for 'Implementing Partner', 'State Name', 'County Name', 'Payam Name', 'Boma Name', 'Work Code', 'Wage Request No.', and date ranges. Below the filters is a 'Search' button and a 'Cancel' button. A message '2 Records found.' is displayed above a table. The table has columns: S.No, Name Of The IP, Work Code, Wage Request No., Request Date, Attendance From, Attendance To, Payment Cycle, Payment, and Update Status. The first record is for 'UNOPS Field Office' with 'DIS - Direct Income Support' as the work code, '2024-SNSOPWR-8960' as the wage request no., and payment cycle 'Payment Cycle 1'. The second record is for 'UNOPS Field Office' with '2024-SNSOP-D Project-3247' as the work code, '2024-SNSOPWR-9003' as the wage request no., and payment cycle 'Payment Cycle 1'. Both records have their 'Status' set to 'Approved' and 'Remarks' field contains 'TEST'. There are 'Submit' and 'Upload' buttons at the bottom right of the table.



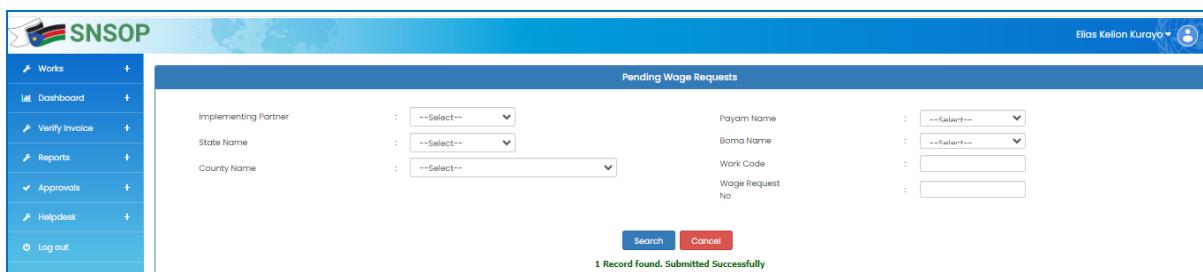
This screenshot is similar to the previous one, showing the 'Pending Wage Requests' page. However, a modal dialog box titled 'Upload File for Wage request' is overlaid on the page. The dialog box contains fields for 'Description' (with 'test' entered), 'Selected File' (with 'Choose File AB_1.png' selected), and 'Upload' and 'Close' buttons. The background table remains the same, showing the two wage request records with their details and update status.

- Put information in Description filed
- Upload a file from choose file field
- Click “Upload” button
- Click Close to shut down this diagram
- Click on “Submit” button



The screenshot shows the KIT iSTL Wages Dashboard. On the left, there's a sidebar with navigation links: Wages Dashboard, Invoice Dashboard, Verify Invoice, Reports, Approvals, Helpdesk, and Log out. The main area has search filters for Implementing Partner, State Name, County Name, Payam Name, Boma Name, Work Code, and Wage Request No. Below these filters is a search button and a cancel button. A modal window titled "Upload File for Wage request" is open, showing fields for Description (empty), Selected File (Choose File | No file chosen), and two buttons: Upload and Close. Below the modal, a green success message says "File uploaded Successfully". The main table lists two wage requests. Record 1 is for UNOPS Field Office, DIS - Direct Income Scheme, with a status of Approved. Record 2 is for UNOPS Field Office, 2024-SNSOP-D Project-3247, 2024-SNSOPWR-9003, with a status of Approved.

Wait for the success notification to confirm that the request has been successfully processed

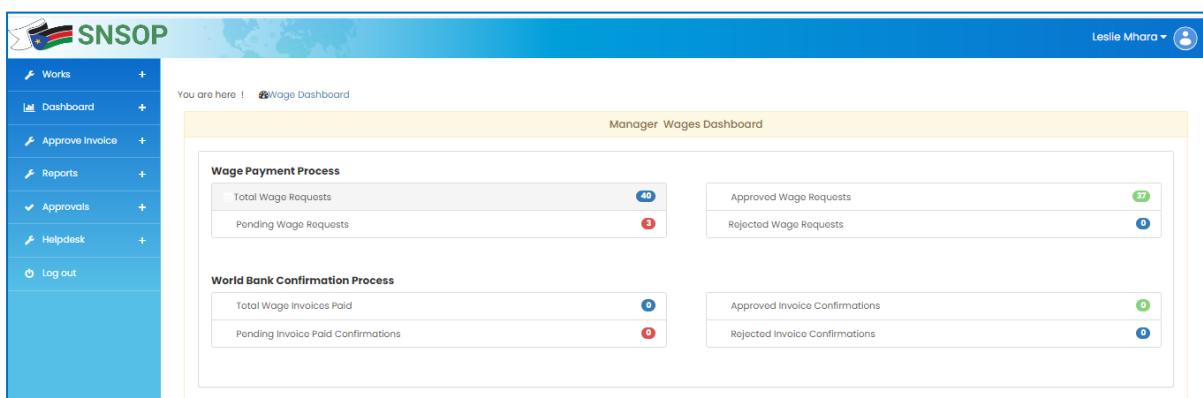


The screenshot shows the SNSOP Pending Wage Requests page. It has a similar sidebar to the KIT iSTL dashboard. The main area is titled "Pending Wage Requests" and contains search filters for Implementing Partner, State Name, County Name, Payam Name, Boma Name, Work Code, and Wage Request No. Below the filters are search and cancel buttons. A success message at the bottom of the page reads "1 Record Found. Submitted Successfully".

11.4. Approval from Final Payment Authorizer

For "Approval from Final Payment Authorizer", follow the steps below:

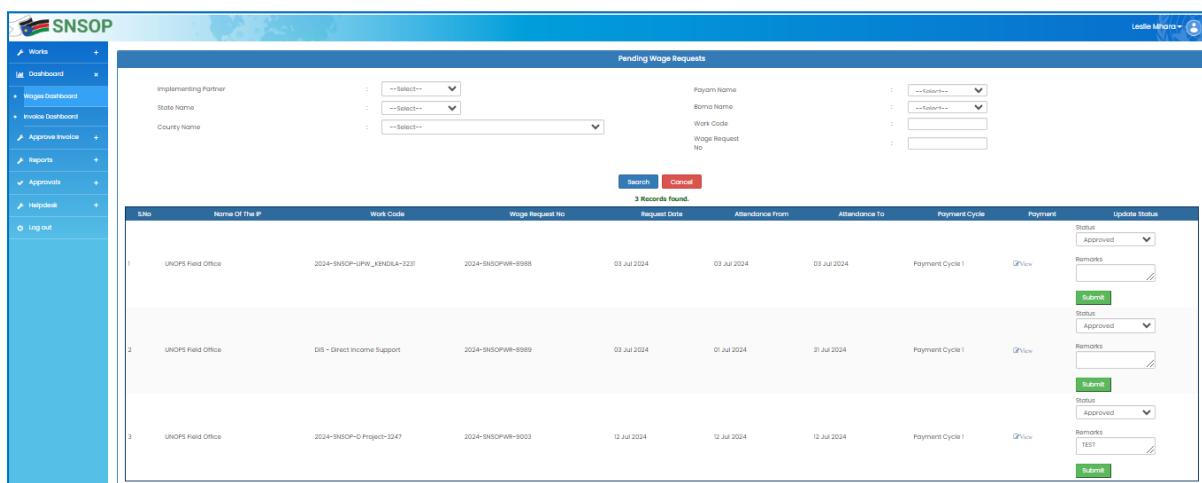
- Log in as Final Payment Authorizer (Manager) by using your Manager credentials
- Once logged in, locate the Dashboard Menu
- Under the Dashboard Menu, click on the Wages Dashboard Submenu
- Click on Pending Wage Requests to approve the requested records



The screenshot shows the SNSOP Manager Wages Dashboard. The sidebar includes links for Works, Dashboard, Approve Invoice, Reports, Approvals, Helpdesk, and Log out. The main dashboard has sections for "Wage Payment Process" and "World Bank Confirmation Process", each with tables showing counts of total and pending requests. The "Wage Payment Process" section shows 40 Total Wage Requests and 1 Pending Wage Requests. The "World Bank Confirmation Process" section shows 0 Total Wage Invoices Paid and 0 Pending Invoice Paid Confirmations. To the right, there are sections for "Approved Wage Requests" (37), "Rejected Wage Requests" (0), "Approved Invoice Confirmations" (0), and "Rejected Invoice Confirmations" (0). The top right corner shows the user's name, Leslie Mhara.

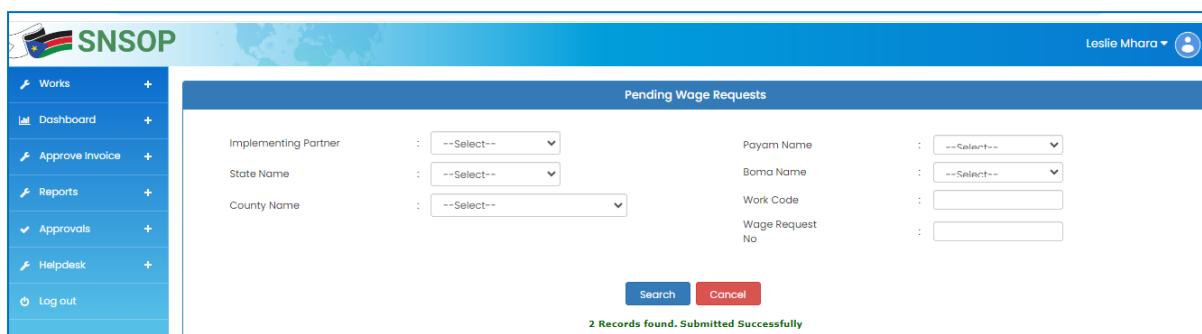
The status of the records will be displayed as "Approved".

- Click the "Submit" button



SNo	Name Of the P	Work Code	Wage Request No	Request Date	Attendance From	Attendance To	Payment Cycle	Payout	Update Status
1	UNOPS Field Office	2024-SNSOP-UPW-KINDIA-3228	2024-SNSOPWR-8988	03 Jul 2024	03 Jul 2024	03 Jul 2024	Payment Cycle I	Q1 Nov	Status: Approved Remarks: <input type="text"/> Submit
2	UNOPS Field Office	DIS - Direct Income Support	2024-SNSOPWR-8989	03 Jul 2024	01 Jul 2024	31 Jul 2024	Payment Cycle I	Q1 Nov	Status: Approved Remarks: <input type="text"/> Submit
3	UNOPS Field Office	2024-SNSOP-D Project-3247	2024-SNSOPWR-9003	12 Jul 2024	12 Jul 2024	12 Jul 2024	Payment Cycle I	Q1 Nov	Status: Approved Remarks: TEST Submit

Wait for the success notification to confirm that the update has been successfully processed



2 Records found. Submitted Successfully

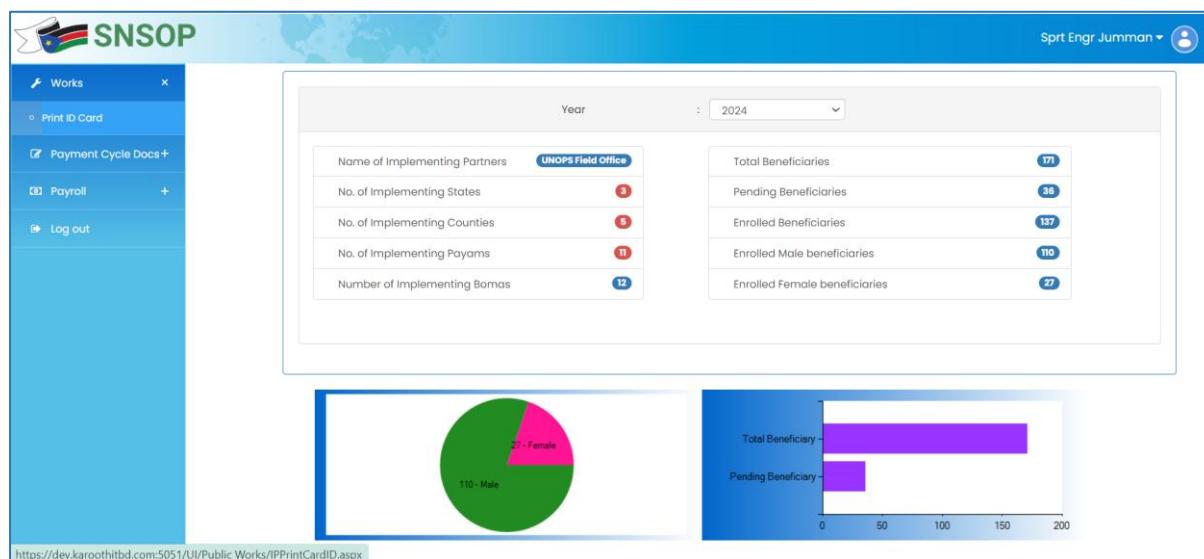
12. Financial Service Provider

A Financial Service Provider has the ability to perform two tasks upon logging in: printing ID cards and downloading payroll information. These functionalities are accessible directly through the system's interface after a successful login.

12.1. Print ID Card

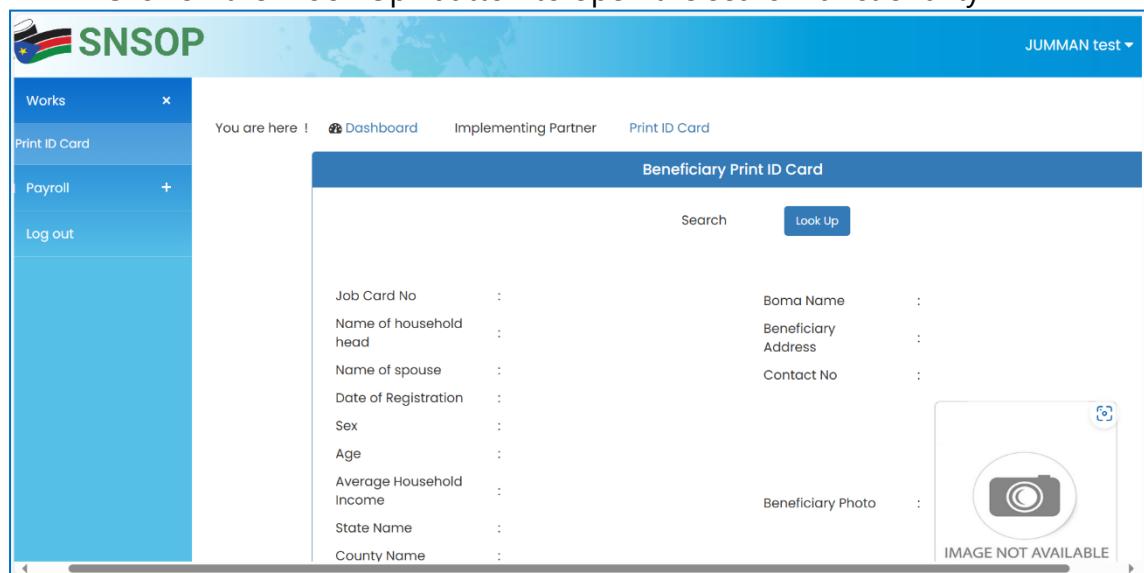
For "Print ID Card", follow the steps below:

- Log in as Financial Service Provider (FSP) by using your FSP credentials
- Once logged in, locate the Works Menu
- Under the Works Menu, click on the Print ID Card Submenu



The screenshot shows the SNSOP dashboard for a Financial Service Provider. The left sidebar includes options for Works, Print ID Card (selected), Payment Cycle Docs+, Payroll, and Log out. The main area displays beneficiary statistics for the year 2024, with a total of 171 beneficiaries. A pie chart shows 110 Male and 27 Female beneficiaries. A bar chart shows Total Beneficiary at approximately 170 and Pending Beneficiary at approximately 35. The URL https://dev.karoothitbd.com:5051/UI/Public/Works/IPPrintCardID.aspx is visible at the bottom.

- Click on the "Look Up" button to open the search functionality



The screenshot shows the "Beneficiary Print ID Card" search interface. The left sidebar shows the same navigation as the previous dashboard. The main form includes fields for Job Card No, Name of household head, Name of spouse, Date of Registration, Sex, Age, Average Household Income, State Name, County Name, Boma Name, Beneficiary Address, Contact No, and Beneficiary Photo. A placeholder message "IMAGE NOT AVAILABLE" is shown next to the photo field. Buttons for Search and Look Up are present.

- Press the "Search" button to retrieve the relevant data

Beneficiary Enrollment Lookup

State Name :	--Select--	Payam / Block Name :	--Select--
County / Municipality Name :	--Select--	Boma / Quarter Council Name :	--Select--
Enrollment Number :		Name :	
Group Type :	--Select--		

From the list of search results

- Choose the appropriate beneficiary from the list by clicking "Select"

Beneficiary Enrollment Lookup

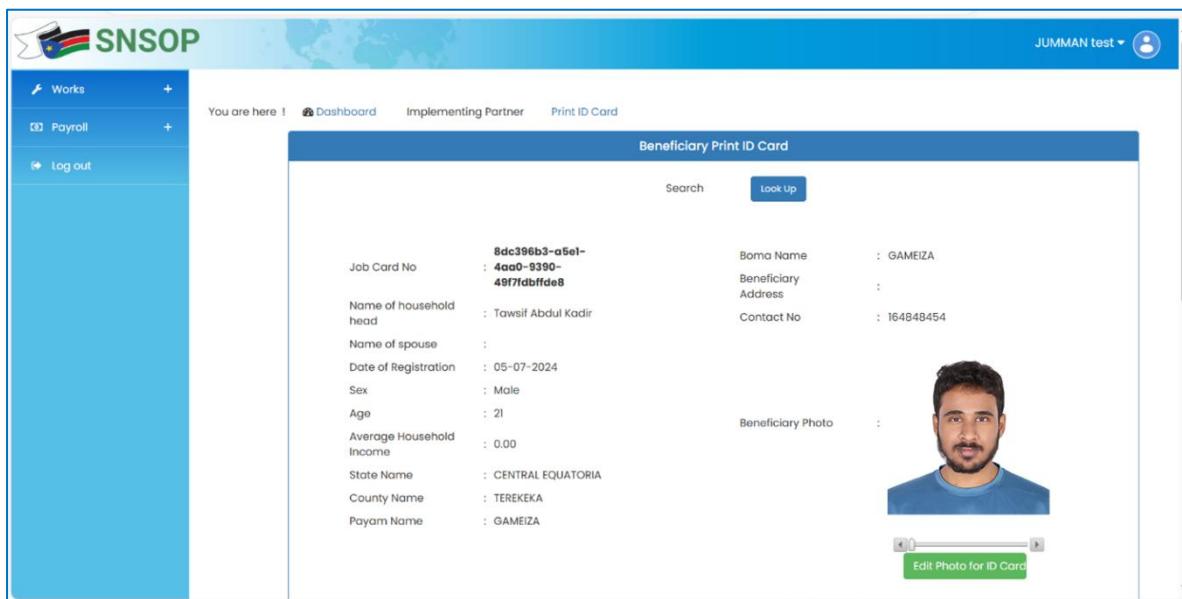
State Name :	--Select--	Payam / Block Name :	--Select--
County / Municipality Name :	--Select--	Boma / Quarter Council Name :	--Select--
Enrollment Number :		Name :	
Group Type :	--Select--		

101 Records found.

Select	State Name	County Name	Payam Name	Boma Name	Name	Sex	Age	Contact No	Email	Enrollment No	Component
<input checked="" type="checkbox"/>	CENTRAL EQUATORI	JUBA	JUBA TOWN	HAI-BULUK	Test MF Household	M	35	01928374		HA/01/00	Component 1 (Public Works)
<input checked="" type="checkbox"/>	CENTRAL EQUATORI	JUBA	JUBA TOWN	HAI-BULUK	Test Household Three	M	25	01928374		HA/01/00	Component 2 (Direct Income Support)
<input checked="" type="checkbox"/>	CENTRAL EQUATORI	JUBA	JUBA TOWN	HAI-BULUK	Test Household Two	M	25	01928374		HA/01/00	Component 1 (Public Works)
<input checked="" type="checkbox"/>	CENTRAL EQUATORI	JUBA	JUBA TOWN	HAI-BULUK	Test Household Four	M	29	01928374		HA/01/00	Component 2 (Direct Income Support)

You can see some information of the beneficiary in Beneficiary Print ID Card.

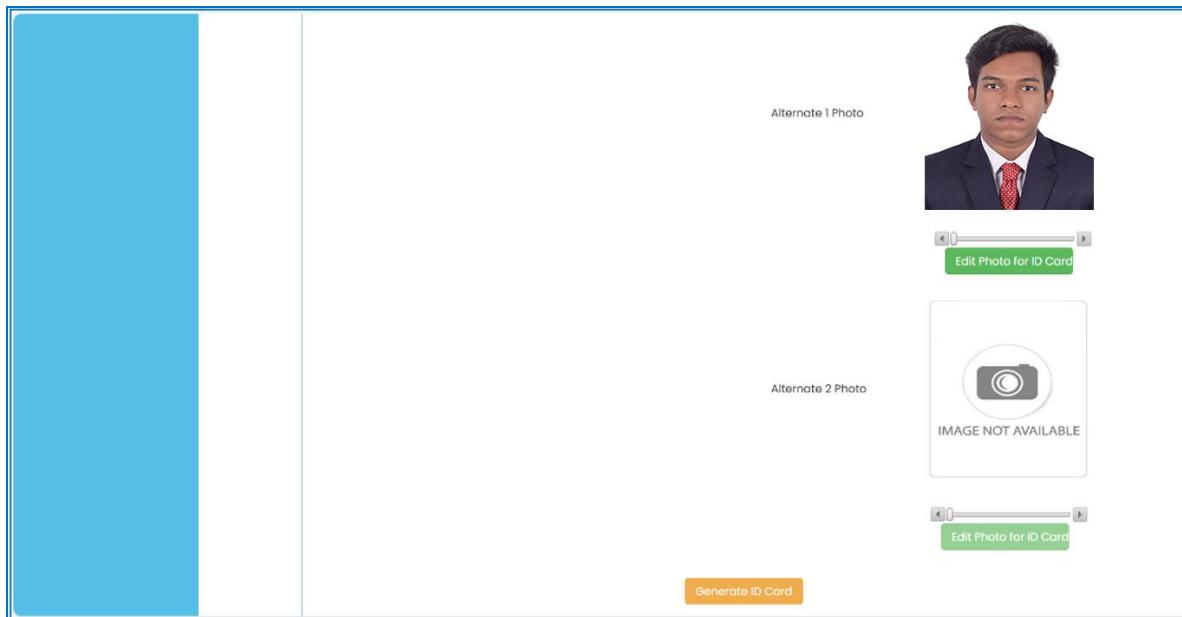
- Generate the ID Card for this beneficiary by clicking the “Generate ID Card” button



The screenshot shows the "Beneficiary Print ID Card" section of the SNSOP system. On the left, there is a sidebar with "Works", "Payroll", and "Log out" options. The main area displays beneficiary information:

Job Card No	8dc396b3-a5e1- : 4aa0-9390- 49f7fdbffeb	Boma Name	: GAMEIZA
Name of household head	Tawsif Abdul Kadir	Beneficiary Address	:
Name of spouse	:	Contact No	: 164848454
Date of Registration	: 05-07-2024	Beneficiary Photo	: 
Sex	: Male		
Age	: 21		
Average Household Income	: 0.00		
State Name	: CENTRAL EQUATORIA		
County Name	: TEREKEKA		
Payam Name	: GAMEIZA		

Below the photo is a green button labeled "Edit Photo for ID Card".



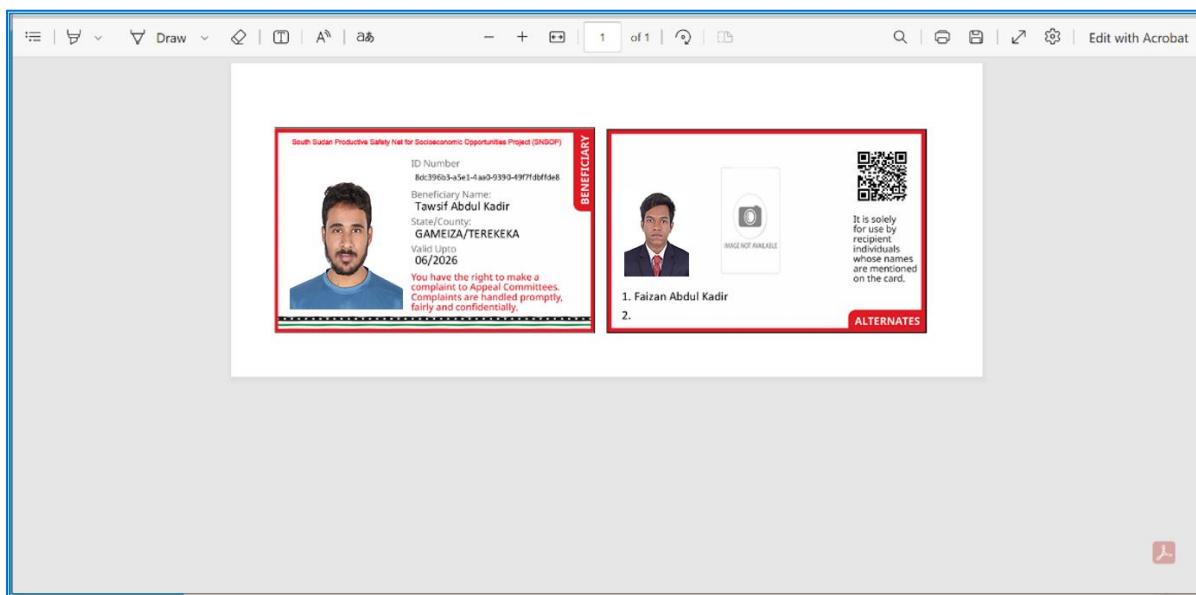
The screenshot shows the "Beneficiary Print ID Card" section of the SNSOP system. On the left, there is a sidebar with "Works", "Payroll", and "Log out" options. The main area displays beneficiary information and photos:

Alternate 1 Photo: 
 Edit Photo for ID Card

Alternate 2 Photo: 
 IMAGE NOT AVAILABLE
 Edit Photo for ID Card

At the bottom center is a yellow button labeled "Generate ID Card".

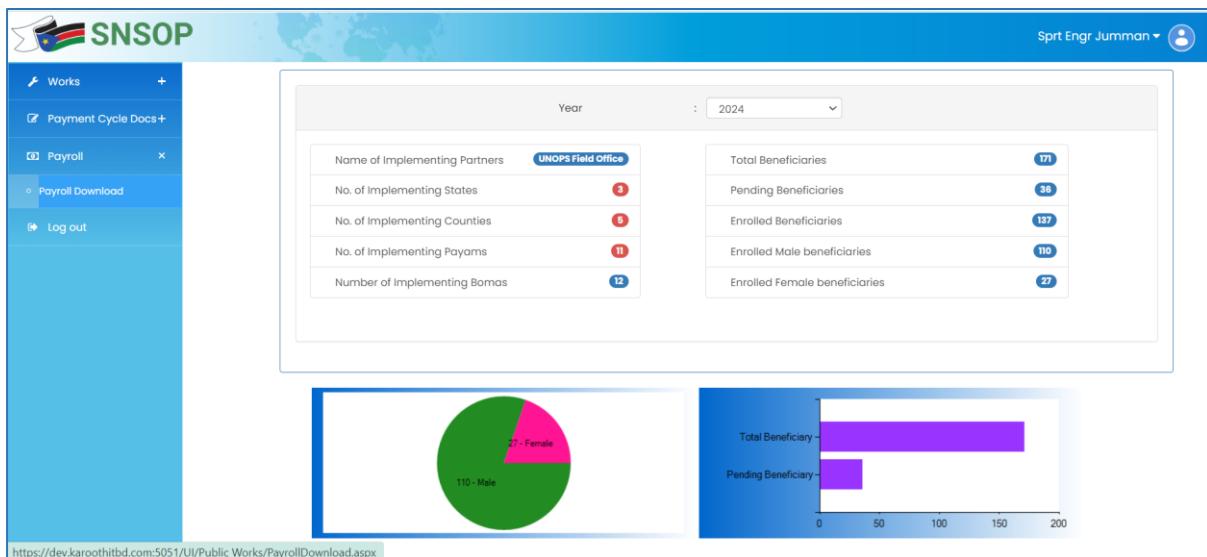
You can print or download the "Print ID Card" from here.



12.2. Payroll Download

For "Payroll Download", follow the steps below:

- Log in as Financial Service Provider (FSP) by using your FSP credentials
- Once logged in, locate the Payroll Menu
- Under the Payroll Menu, click on the Payroll Download Submenu



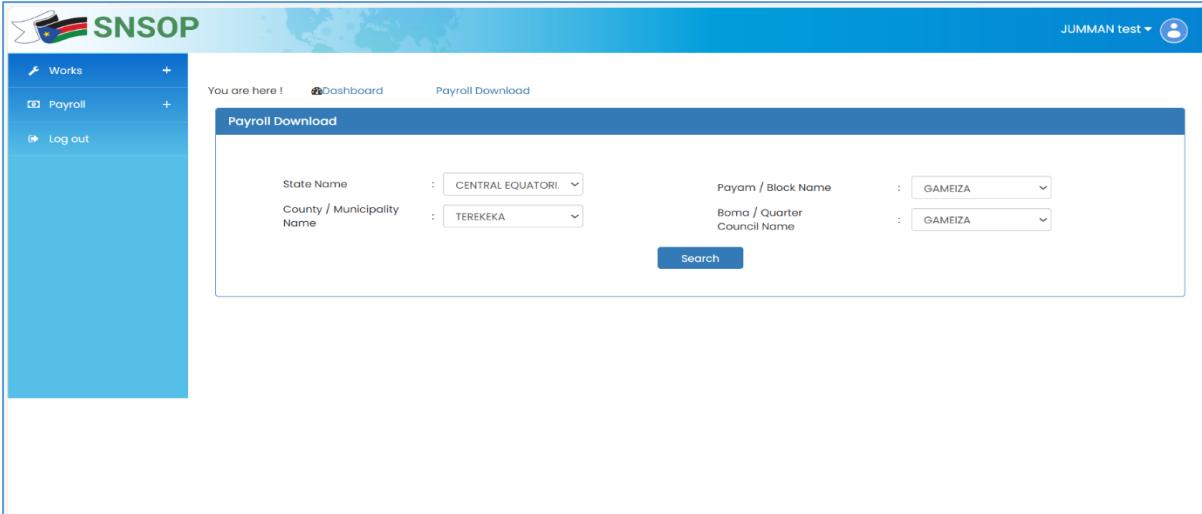
Name of Implementing Partners	UNOPS Field Office
No. of Implementing States	3
No. of Implementing Counties	5
No. of Implementing Payams	11
Number of Implementing Bomas	12

Total Beneficiaries	171
Pending Beneficiaries	38
Enrolled Beneficiaries	137
Enrolled Male beneficiaries	110
Enrolled Female beneficiaries	27

<https://dev.karoothitbd.com:5051/UIL/Public/Works/PayrollDownload.aspx>

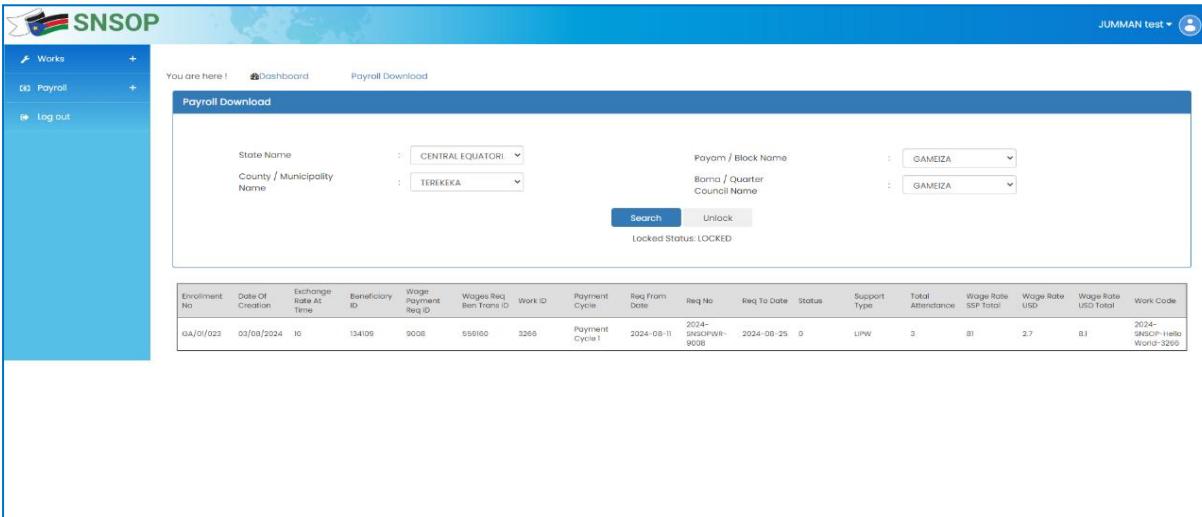
All the search criteria in the Payroll Download page are mandatory.

- Complete each field
- Search to retrieve the relevant data



The screenshot shows the SNSOP Payroll Download interface. On the left is a navigation sidebar with 'Works' (selected), 'Payroll' (selected), and 'Log out'. The main area has a header 'You are here! Dashboard Payroll Download'. Below is a 'Payroll Download' section with four dropdown filters: 'State Name' (CENTRAL EQUATORI), 'County / Municipality Name' (TEREKKA), 'Payam / Block Name' (GAMEIZA), and 'Boma / Quarter Council Name' (GAMEIZA). A 'Search' button is at the bottom of this section.

Beneficiary information will be displayed in the list. The search results will be locked for further modifications.

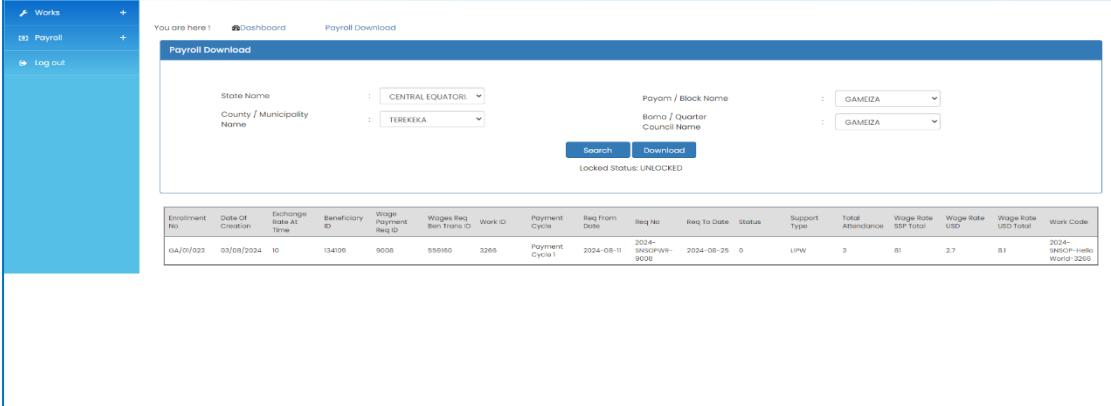


This screenshot shows the same SNSOP Payroll Download interface. The search filters are identical. Below the filters is a 'Search' button and an 'Unlock' button. A message 'Locked Status: LOCKED' is displayed above the result table. The result table contains one row of data with the following details:

Enrollment No	Date Of Creation	Exchange Rate At Time	Beneficiary ID	Wage Payment Req ID	Wages Req Ben Trans ID	Work ID	Payment Cycle	Req From Date	Req No	Req To Date	Status	Support Type	Total Attendance	Wage Rate SSP Total	Wage Rate USD	Wage Rate USD Total	Work Code
GA/01/023	03/09/2024	10	134109	9008	559160	3265	Payment Cycle 1	2024-08-11	2024-SNSOPW-9008	2024-08-25	0	LIPW	3	81	2.7	81	2024-SNSOP-Hello World-3265

It can be unlocked and then downloaded

- Click on the “Unlock” button
- Click on the “Download” button (**NOTE: The file can only be downloaded once**)



This screenshot shows the SNSOP Payroll Download interface with the same search filters and a different result table. The 'Unlock' button is now replaced by a 'Download' button. A message 'Locked Status: UNLOCKED' is displayed above the result table. The result table contains the same data as the previous screenshot:

Enrollment No	Date Of Creation	Exchange Rate At Time	Beneficiary ID	Wage Payment Req ID	Wages Req Ben Trans ID	Work ID	Payment Cycle	Req From Date	Req No	Req To Date	Status	Support Type	Total Attendance	Wage Rate SSP Total	Wage Rate USD	Wage Rate USD Total	Work Code
GA/01/023	03/09/2024	10	134109	9008	559160	3265	Payment Cycle 1	2024-08-11	2024-SNSOPW-9008	2024-08-25	0	LIPW	3	81	2.7	81	2024-SNSOP-Hello World-3265

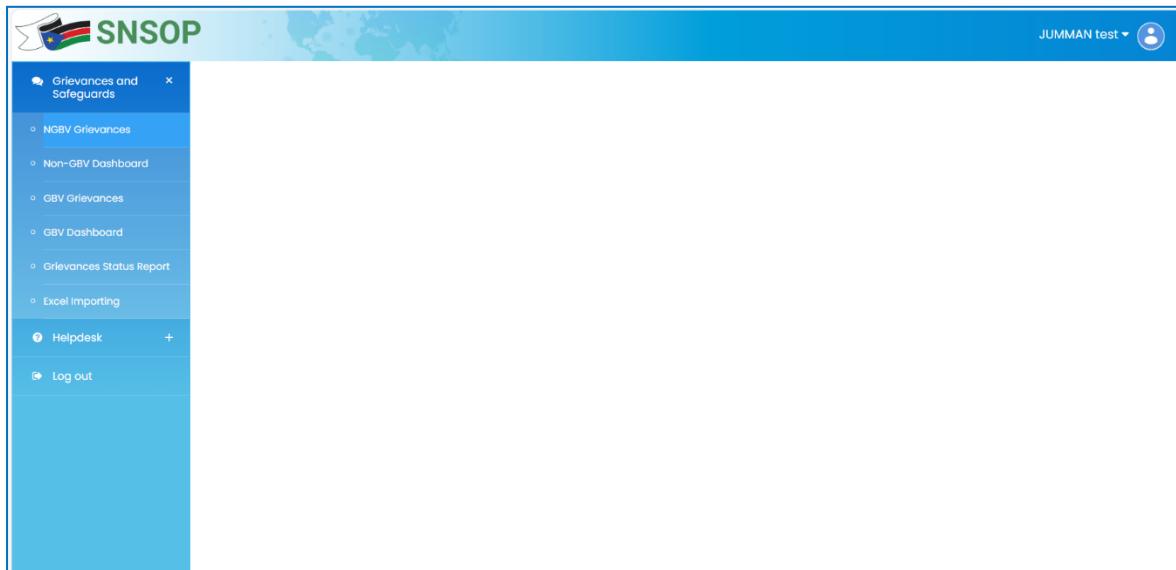
13. Grievances and Safeguards (**EntryGRM Role**)

In Grievance and Safeguards, User entitled to view, create (both GBV and Non-GBV)

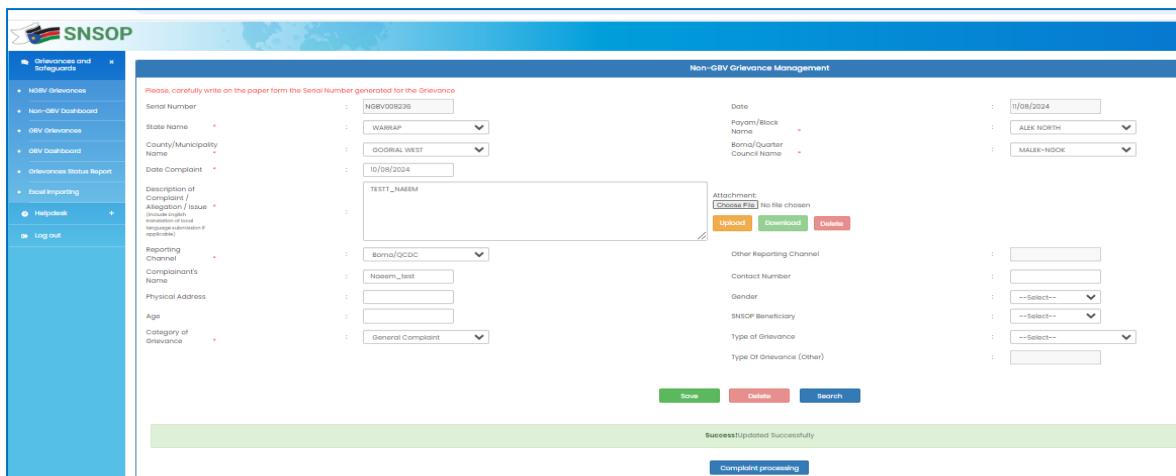
13.1. NGBV Grievances

For "NGBV Grievances", follow the steps below:

- Start by logging in to the system using your EntryGRM role credentials
- Once logged in, locate the Grievances and Safeguards Menu in the system's main navigation panel
- Under the Grievances and Safeguards Menu, Click on the NGBV Grievances Submenu



- Fill up the NGBV Grievance Form fields with necessary information. (Fields marked with an asterisk [*] are mandatory and must be completed when filling out NGBV Grievance Form)
- Give State name, County/Municipality name, Payam/Block Name, Boma/Quarter Council Name, Date Complaint, Complainant Name, Description of Complaint / Allegation / Issue, Reporting Channel, Category of Grievance
- Click the "Save" button



Please, carefully write on the paper form the Serial Number generated for the Grievance

Non-GBV Grievance Management

Serial Number : NGBV/008236

Date : 11/08/2024

State Name : WARAP

Payam/Block : ALEK NORTH

County/Municipality Name : DOORAI WEST

Boma/Council Name : MALESI-NOKW

Description of Complaint / Complainant's Issue : TESTT_NAEEM

Attachment : Choose File No file chosen

Reporting Channel : Boma/QCDC

Contact Number : --Select--

Complainant's Name : Naseem_test

Gender : --Select--

Physical Address :

SNSOP Beneficiary : --Select--

Age :

Type of Grievance : --Select--

Category of Grievance : General Complaint

Type Of Grievance (Other) :

Save Delete Search

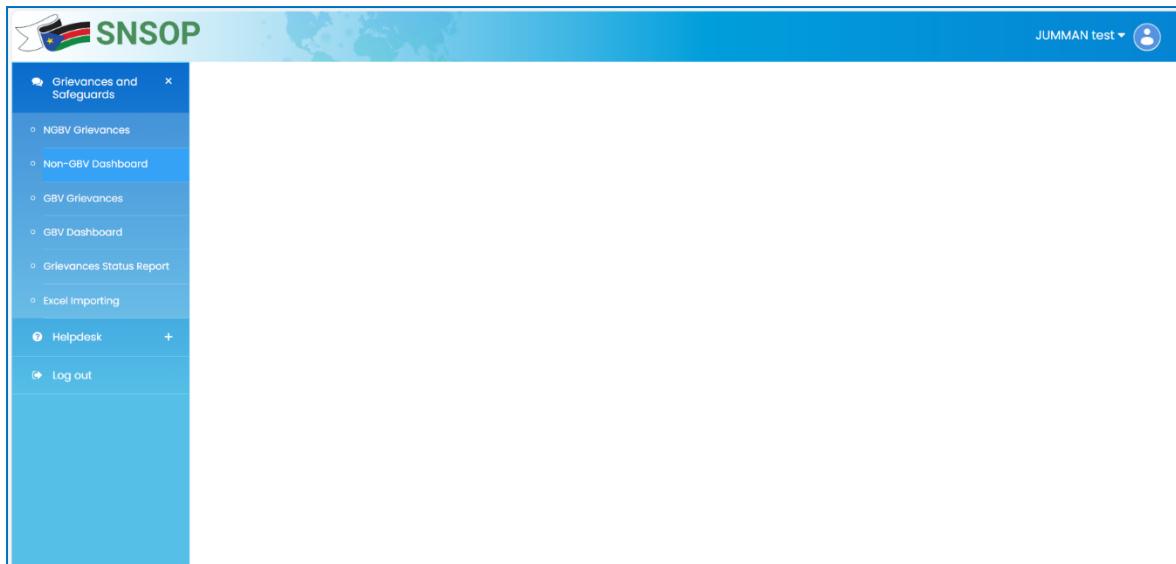
Success/Updated successfully

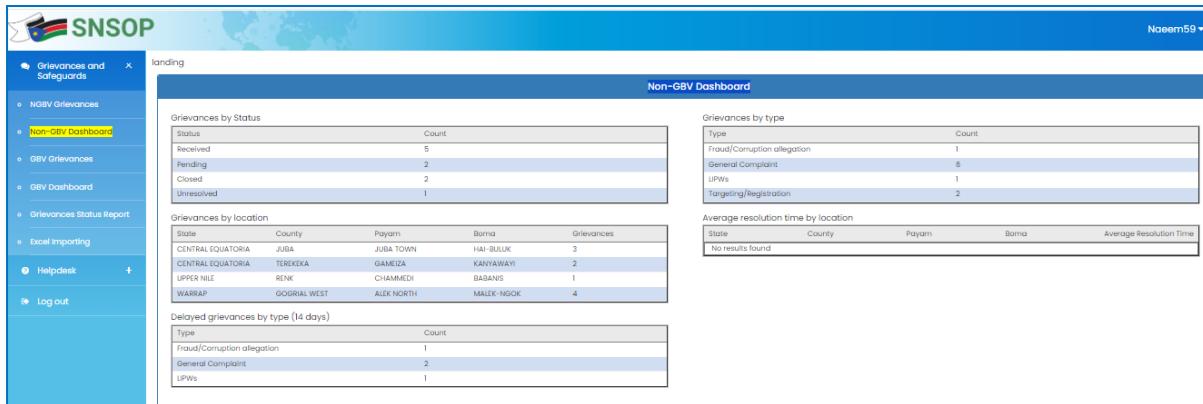
Complaint processing

13.2. Non-GBV Dashboard

For “Non-GBV Dashboard”, follow the steps below:

- Start by logging in to the system using your EntryGRM role credentials
- Once logged in, locate the Grievances and Safeguards Menu in the system's main navigation panel
- Under the Grievances and Safeguards Menu, click on the NGBV Dashboard Submenu



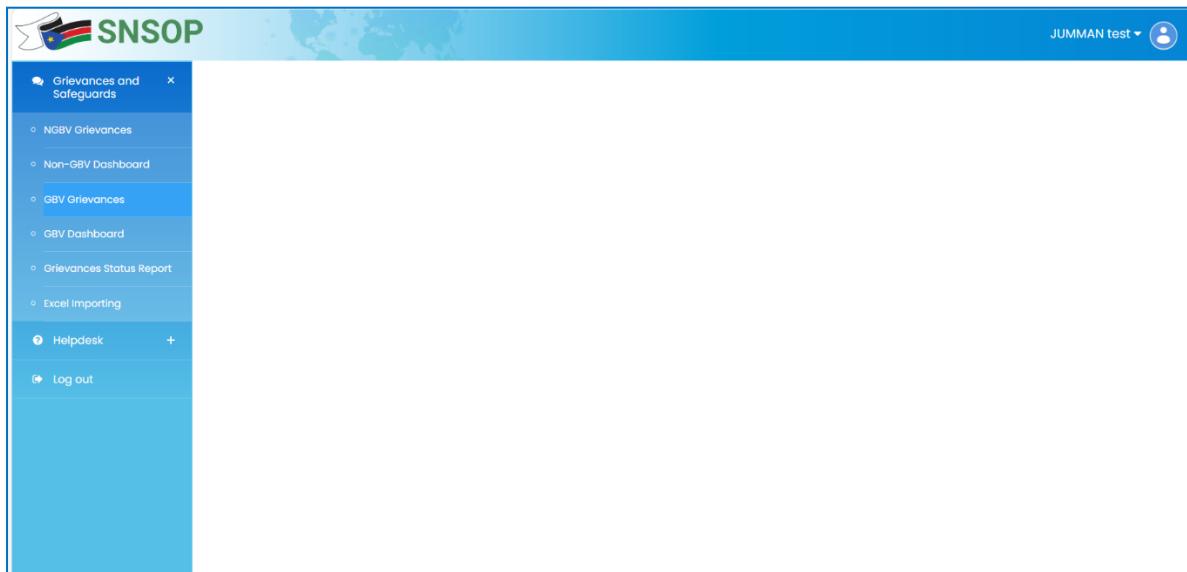


The screenshot shows the Non-GBV Dashboard landing page. On the left, a navigation menu includes 'Grievances and Safeguards' (selected), 'NGBV Grievances', 'Non-GBV Dashboard' (selected), 'GBV Grievances', 'GBV Dashboard', 'Grievances Status Report', 'Excel Importing', 'Helpdesk' (with a plus sign), and 'Log out'. The main content area has four sections: 'Grievances by Status' (Received: 5, Pending: 2, Closed: 2, Unresolved: 1), 'Grievances by type' (Fraud/Corruption allegation: 1, General Complaint: 6, LPWs: 1, Targeting/Registration: 2), 'Grievances by location' (listing states like CENTRAL EQUATORIA, JUBA, TENKEKWA, etc., with their respective counts), and 'Delayed grievances by type (14 days)' (Fraud/Corruption allegation: 1, General Complaint: 2, LPWs: 1). A message at the bottom right says 'No results found'.

13.3. GBV Grievances

To "GBV Grievances", follow the steps below:

- Start by logging in to the system using your EntryGRM role credentials
- Once logged in, locate the Grievances and Safeguards Menu in the system's main navigation panel
- Under the Grievances and Safeguards Menu, click on the GBV Grievances Submenu



The screenshot shows the 'Grievances and Safeguards' menu. The 'GBV Grievances' option is highlighted in blue, indicating it is selected. Other menu items include 'NGBV Grievances', 'Non-GBV Dashboard', 'GBV Dashboard', 'Grievances Status Report', 'Excel Importing', 'Helpdesk' (with a plus sign), and 'Log out'. The user 'JUMMAN test' is logged in, as shown in the top right corner.

- Fill up the GBV Grievance Form fields with necessary information (Fields marked with an asterisk [*] are mandatory and must be completed when filling out GBV Grievance Form)
- Give State Name, County/Municipality Name, Payam/Block Name, Boma/Quarter Council Name, Date Complaint, Contact Focal Person name,

Age of Survivor, Gender, SNSOP Beneficiary, Complainant Name, Description of Complaint / Allegation / Issue, Reporting Channel, Category of Grievance

- Click the "Save" button

The screenshot shows the 'GBV Management' form. It includes fields for Serial Number (GBV000029), State Name (WARRAP), County/Municipality Name (GOORIAL WEST), Date of Incident (10/08/2024), Contact Person Name (JUMMAN), and a text area for Description of Incident containing the note: 'Language of incident: English/Language of complainant: English'. Other fields include Payam/Block Name (ALEX NORTH), Boro/Quarter/Council Name (MALEKH-NOOK), and a date field (11/08/2024). There are sections for Attach document (Choose File, Upload, Download, Delete), Incident reported by (Other), Other Reporting Channel, Gender (Male), SNSOP Beneficiary (UPW), Suspect details (name), Referral Services Recommended Details, and a section for attaching a consent form. Buttons at the bottom include Save, Delete, and Search.

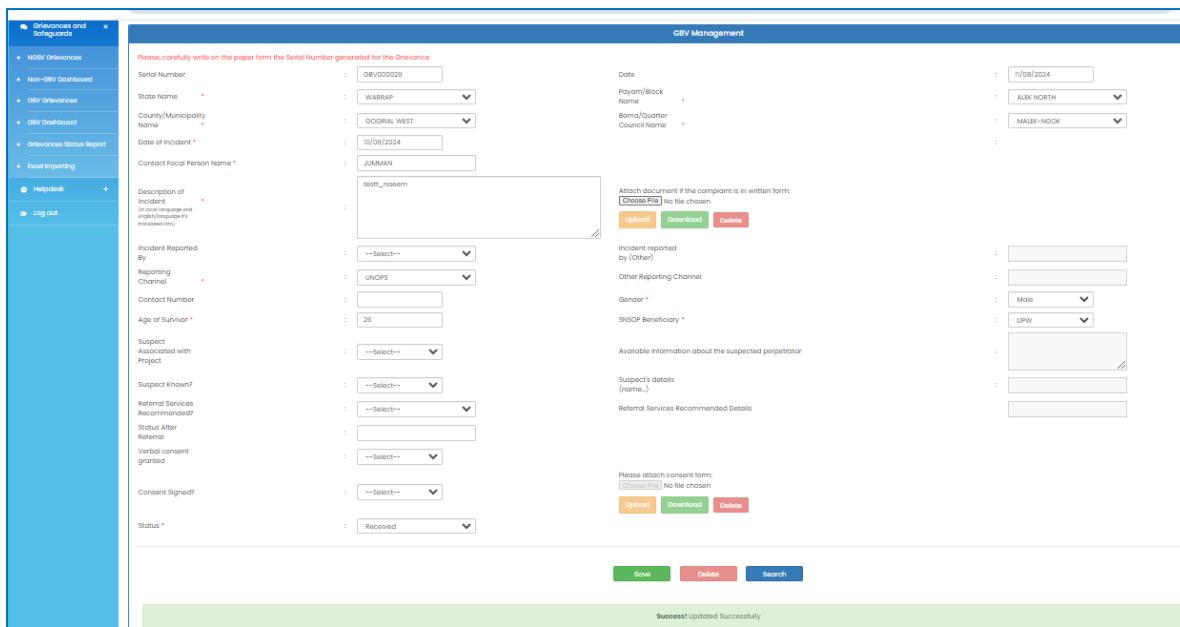
- Press the "Search" button to retrieve the relevant list data

The screenshot shows the 'GBV Landing' page with a search interface for State Name (WARRAP), County/Municipality Name (GOORIAL WEST), and Status (Received). Below the search bar is a table listing grievances:

Serial Number	State Name	Creation Date	Date of the Incident	Focal Point Name	Incident Reported By	SNSOP Beneficiary	Status
GBV000023	WARRAP	20/08/2024	20/08/2024	UNHCR	Q	UNW	Received
GBV000024	WARRAP	30/08/2024	30/08/2024	UNHCR	Q	UNW	Received
GBV000025	CENTRAL AQUATORIA	01/07/2024	01/07/2024	Rotterdam	Burialer	UNW	Received
GBV000026	CENTRAL AQUATORIA	01/07/2024	01/07/2024	akid	Family Member	UNW	Received
GBV000027	CENTRAL AQUATORIA	01/07/2024	01/07/2024	akid	Family Member	UNW	Received
GBV000028	CENTRAL AQUATORIA	01/08/2024	01/08/2024	Focal Point	Burialer	UNW	Received
GBV000029	WARRAP	10/08/2024	10/08/2024	JUMMAN	Q	UNW	Received
GBV000030	CENTRAL AQUATORIA	20/08/2024	20/08/2024	hamza shan	Burialer	UNW	Closed

- Click the "Edit" button for any entry (You can update values for that grievance)
- Click the "Update" button

Wait for the success notification to confirm that the update has been successfully processed



Please carefully write on the paper form the Serial Number generated for the Grievance

GBV Management

Serial Number : GBV00029

Date : 11/08/2024

State Name : VARAP

Payam/Block : ALEX NORTH

County/Municipality Name : GOORAL WEST

Name : JUMMAN

Boma/Quarter : MALEK-NOKK

Council Name :

Description of Incident (In your language and choose language for translation/me)

testt_nosem

Attach document if the complaint is in written form:
Choose File No file chosen

Upload Download Delete

Incident reported by (Other)

Other Reporting Channel

Gender : Male

SNSOP Beneficiary : UPW

Suspect details (name..)

Available information about the suspected perpetrator

Referral Services Recommended Details

Please attach consent form:
Choose File No file chosen

Upload Download Delete

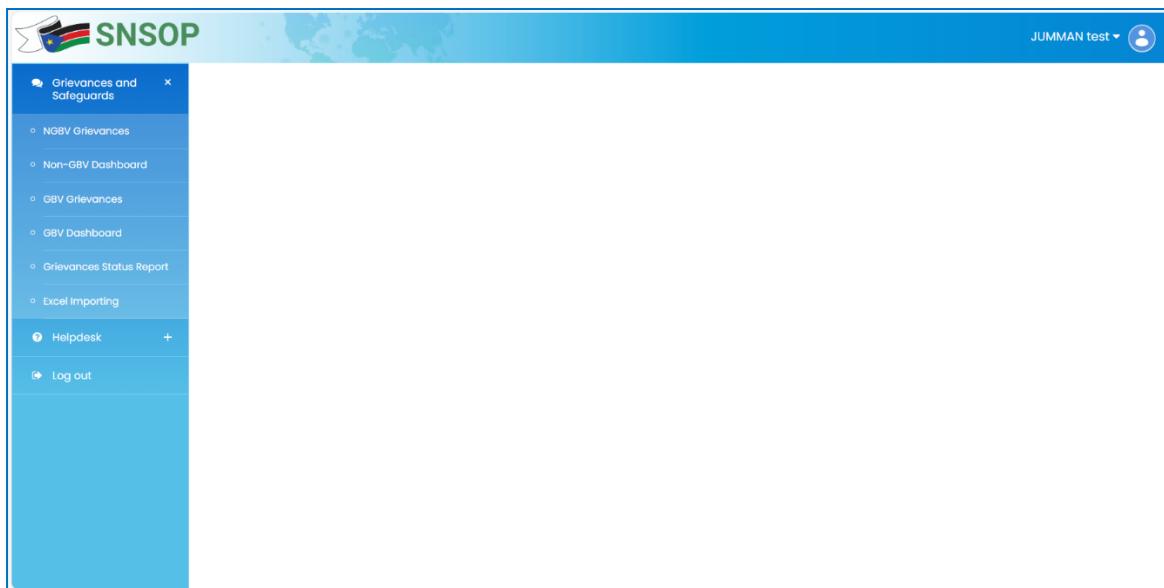
Solve Delete Search

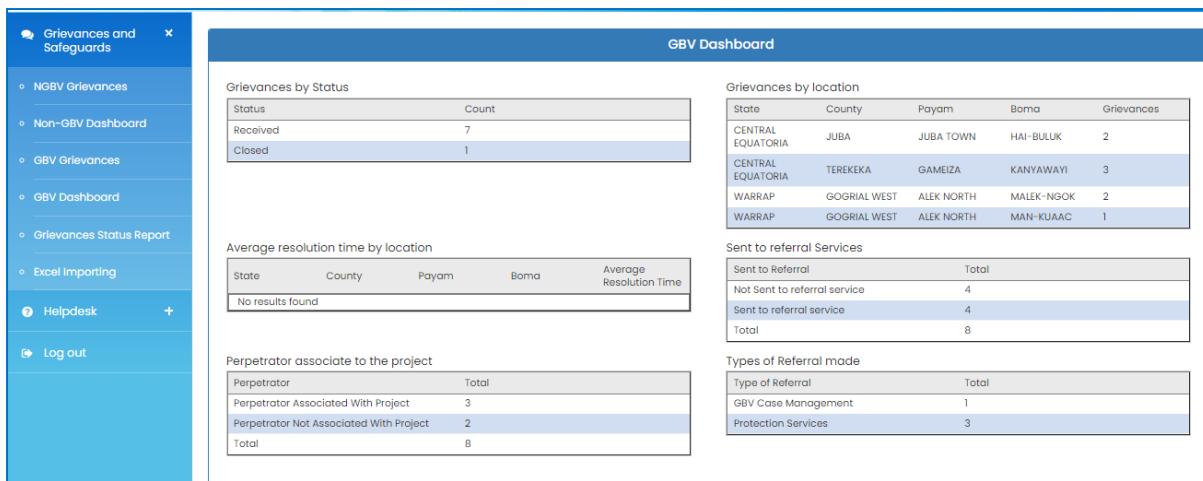
Success! Updated successfully

13.4. GBV Dashboard

For "GBV Dashboard", follow the steps below:

- Start by logging in to the system using your EntryGRM role credentials
- Once logged in, locate the Grievances and Safeguards Menu in the system's main navigation panel
- Under the Grievances and Safeguards Menu, click on the GBV Dashboard Submenu





GBV Dashboard

Grievances by Status

Status	Count
Received	7
Closed	1

Grievances by location

State	County	Payam	Boma	Grievances
CENTRAL EQUATORIA	JUBA	JUBA TOWN	HAI-BULUK	2
CENTRAL EQUATORIA	TEREKEKA	GAMEIZA	KANYAWAYI	3
WARRAP	GOGRIAL WEST	ALEX NORTH	MALEK-NGOK	2
WARRAP	GOGRIAL WEST	ALEX NORTH	MAN-KUAAC	1

Average resolution time by location

State	County	Payam	Boma	Average Resolution Time
No results found				

Perpetrator associate to the project

Perpetrator	Total
Perpetrator Associated With Project	3
Perpetrator Not Associated With Project	2
Total	8

Sent to referral Services

Sent to Referral	Total
Not Sent to referral service	4
Sent to referral service	4
Total	8

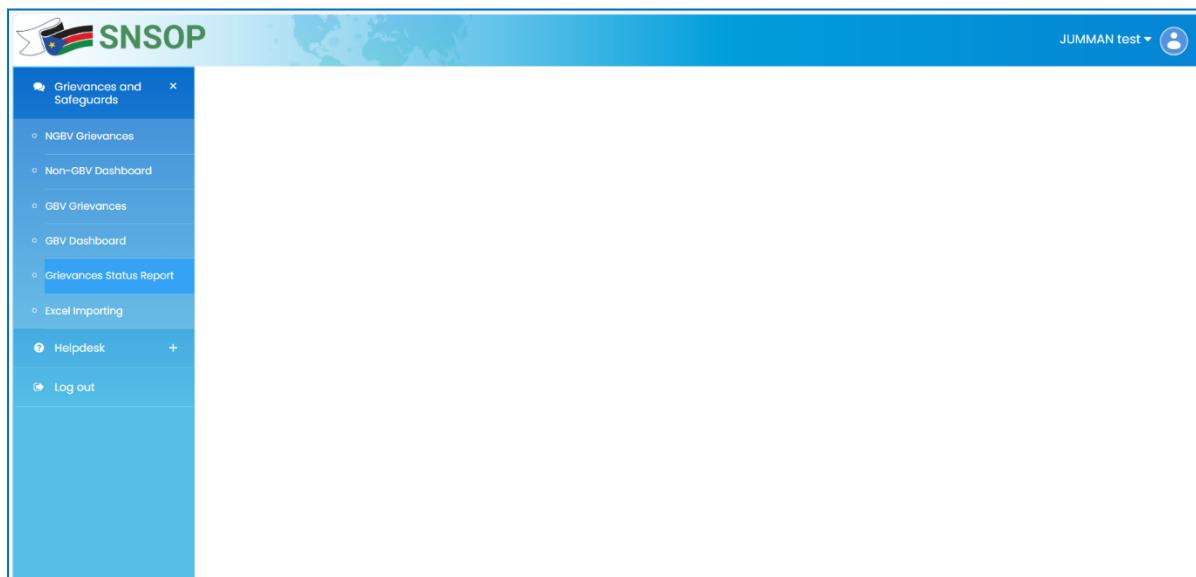
Types of Referral made

Type of Referral	Total
GBV Case Management	1
Protection Services	3

13.5. Grievance Status Report

For "Grievance Status Report", follow the steps below:

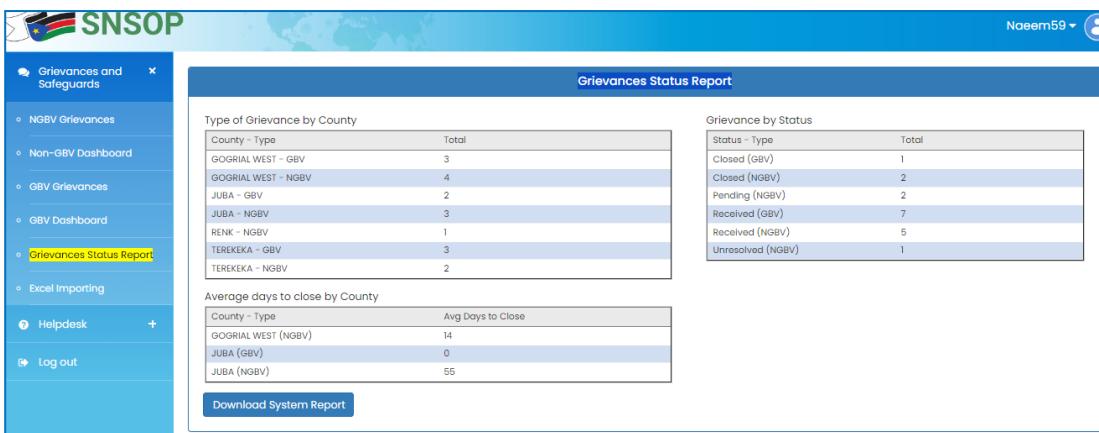
- Start by logging in to the system using your EntryGRM role credentials
- Once logged in, locate the Grievances and Safeguards Menu in the system's main navigation panel
- Under the Grievances and Safeguards Menu, Click on Grievances Status Report Submenu



SNSOP

Grievances and Safeguards

- o NGBV Grievances
- o Non-GBV Dashboard
- o GBV Grievances
- o GBV Dashboard
- o Grievances Status Report
- o Excel Importing
- Helpdesk
- Log out



County - Type	Total
GOGRIAL WEST - GBV	3
GOGRIAL WEST - NGBV	4
JUBA - GBV	2
JUBA - NGBV	3
RENK - NGBV	1
TEREKKA - GBV	3
TEREKKA - NGBV	2

Status - Type	Total
Closed (GBV)	1
Closed (NGBV)	2
Pending (NGBV)	2
Received (GBV)	7
Received (NGBV)	5
Unresolved (NGBV)	1

County - Type	Avg Days to Close
GOGRIAL WEST (NGBV)	14
JUBA (GBV)	0
JUBA (NGBV)	55

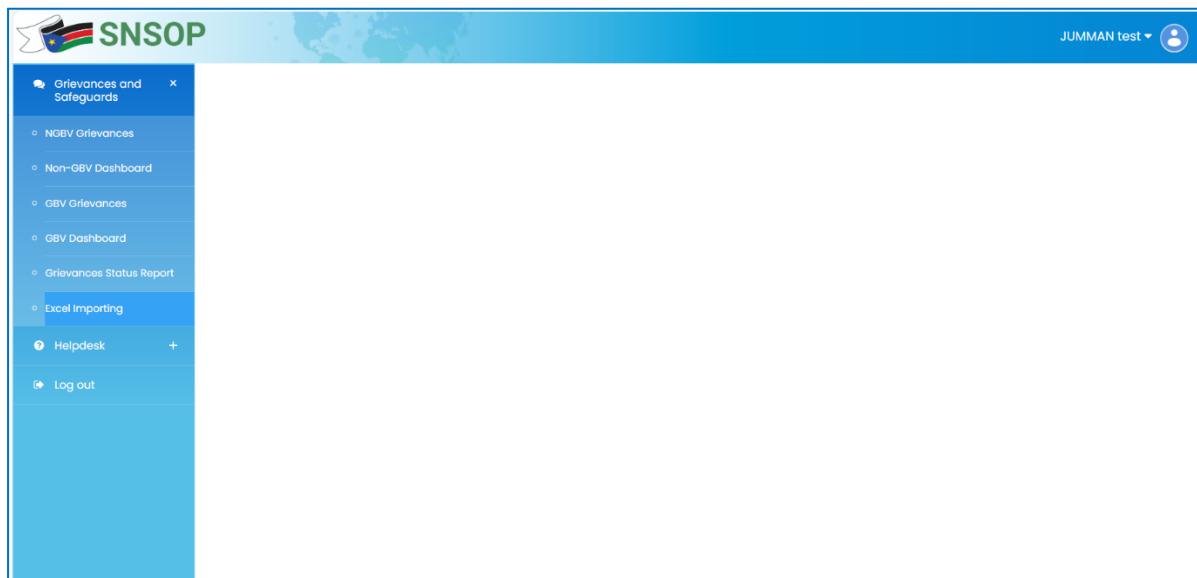
[Download System Report](#)

- Click on the "Download System Report (all GBV and non-GBV reports will be downloaded)

13.6. Excel Importing

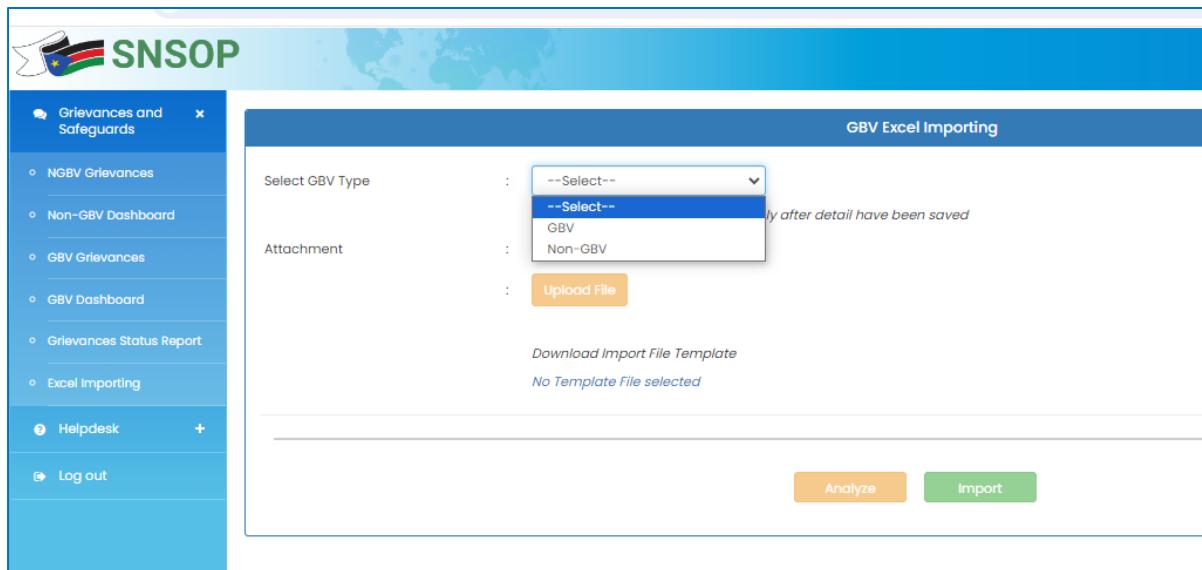
For "Excel Importing", follow the steps below:

- Start by logging in to the system using your EntryGRM role credentials
- Once logged in, locate the Grievances and Safeguards Menu in the system's main navigation panel
- Under the Grievances and Safeguards Menu, click on the Excel Importing Submenu



- Select GBV Type from "GBV or NON-GBV" dropdown
- Download Import File Template from "GBV Template File Selected" or "Non-GBV Template File Selected" link

- Fill up the (GBV or NON-GBV) Grievance Form fields in the excel with necessary information and complying with the rules set forth in the excel
- Click on the "Attachment" to select the file
- Click the "Upload File" button to complete the upload



Grievances and Safeguards

- NGBV Grievances
- Non-GBV Dashboard
- GBV Grievances
- GBV Dashboard
- Grievances Status Report
- Excel Importing
- Helpdesk
- Log out

GBV Excel Importing

Select GBV Type :

--Select--
GBV
Non-GBV

Attachment :

[Download Import File Template](#)

No Template File selected

Analyze Import

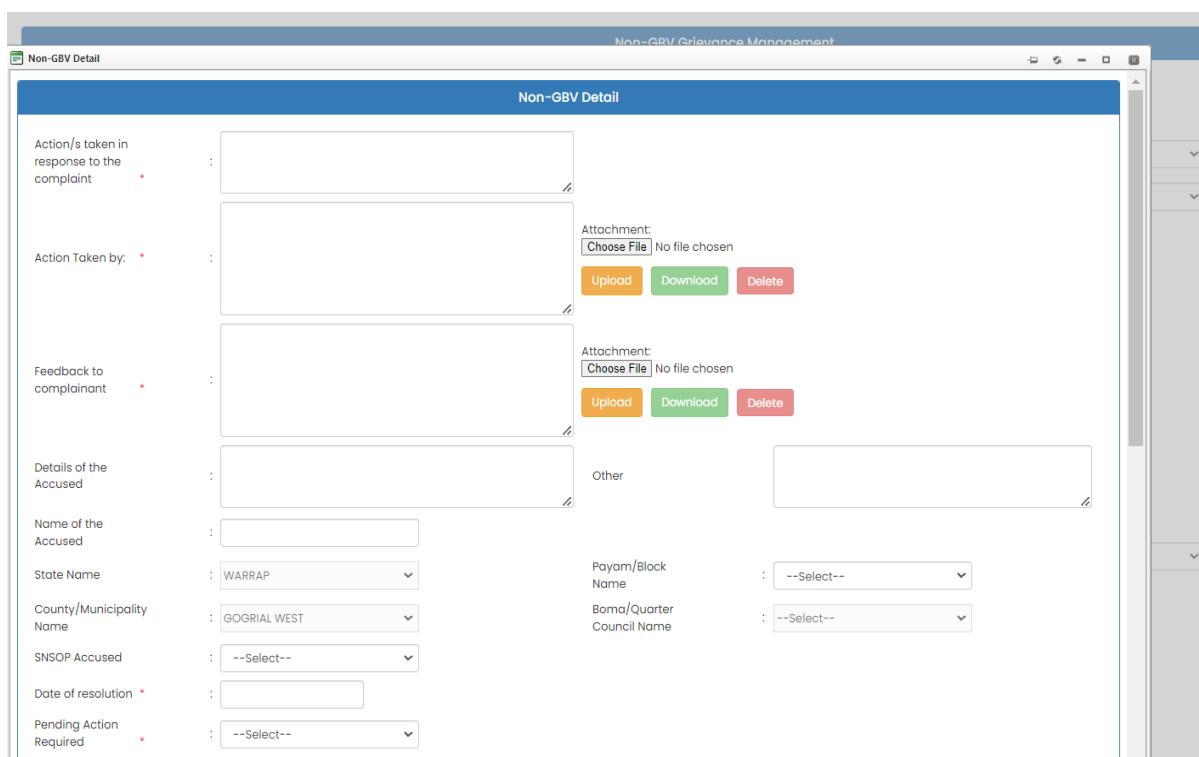
14. Grievances and Safeguards (ManagerGRM Role)

In Grievance and Safeguards, user entitled to view, create, edit, resolve grievances (both GBV and Non-GBV)

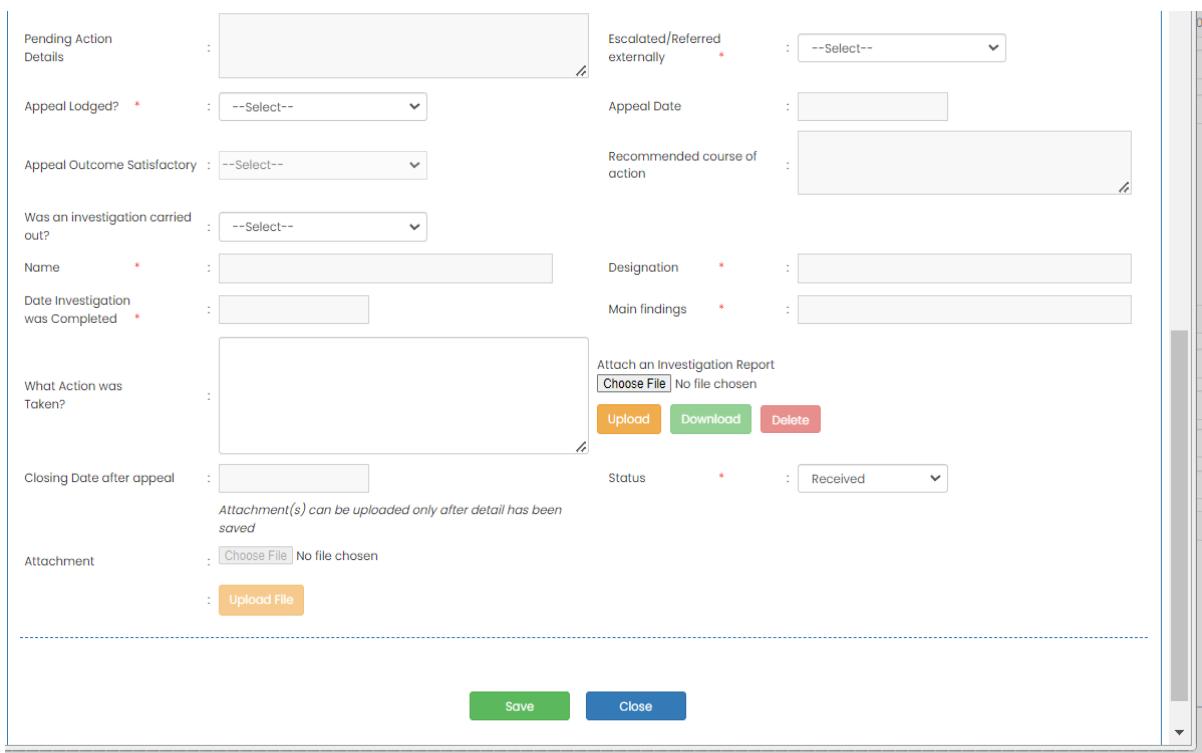
14.1. NGBV Grievances

For "NGBV Grievances", follow the steps below:

- Start by logging in to the system using your ManagerGRM role credentials
- Once logged in, locate the Grievances and Safeguards Menu in the system's main navigation panel
- Under the Grievances and Safeguards Menu, Click on the NGBV Grievances Submenu
- Press the "Search" button to retrieve the relevant list data and then click "Edit" button for the grievance you want to process
- Click the Complaint Processing button and fill up the form with necessary information



The screenshot shows a Windows application window titled "Non-GBV Detail" under the "Non-GBV Grievance Management" menu. The form contains several input fields and dropdown menus. On the left, there are sections for "Action/s taken in response to the complaint", "Action Taken by", "Feedback to complainant", and "Details of the Accused". Each of these sections has a large text area for notes and an "Attachment" section with "Choose File", "Upload", "Download", and "Delete" buttons. Below these, there are dropdown menus for "State Name" (WARRAP), "County/Municipality Name" (GOGRIAL WEST), "SNSOP Accused" (dropdown), "Date of resolution" (dropdown), and "Pending Action Required" (dropdown). To the right, there are dropdown menus for "Payam/Block Name" and "Boma/Quarter Council Name", both currently showing "--Select--".



Pending Action Details :

Appeal Lodged? * : --Select--

Appeal Outcome Satisfactory : --Select--

Was an investigation carried out? : --Select--

Name * :

Date Investigation was Completed * :

What Action was Taken? :

Closing Date after appeal :

Escalated/Referred externally * : --Select--

Appeal Date :

Recommended course of action :

Designation * :

Main findings * :

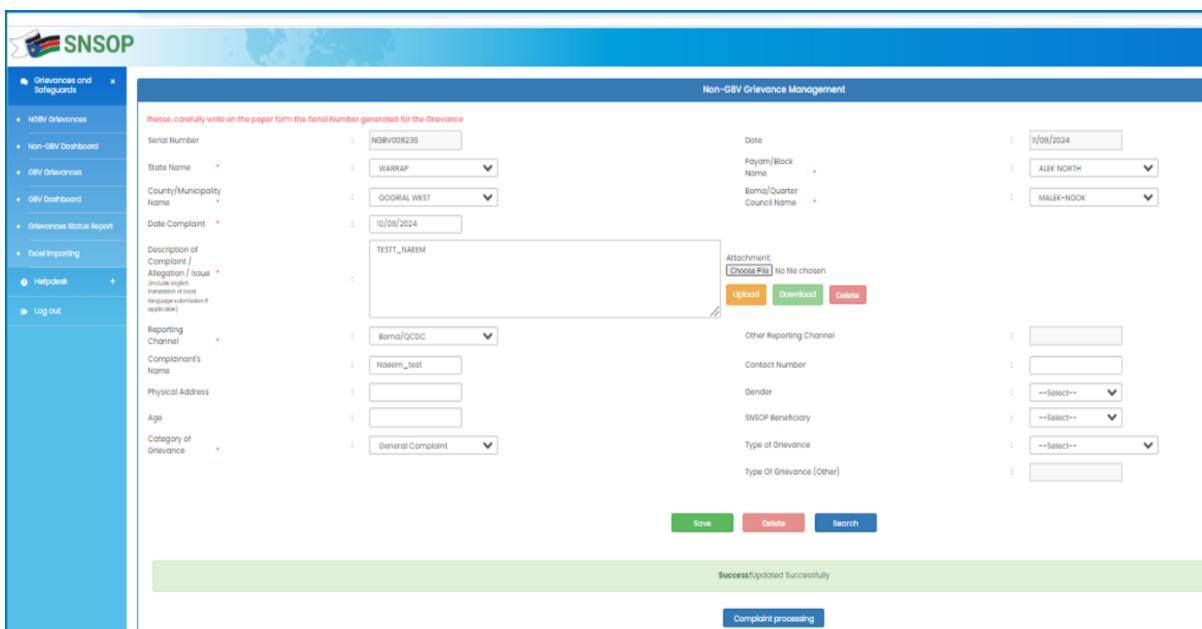
Status * : Received

Attachment(s) can be uploaded only after detail has been saved

Attachment : Choose File No file chosen

Save

- Click the "Save" button and wait for the success notification



Please, carefully write on the paper form the Serial Number generated for the Grievance

Serial Number : NODIV0018238

Date : 17/08/2024

State Name * : WARRAP

County/Municipality Name * : GOORAL WEST

Poyari/Block Name * : ALEX NORTH

Boria/Quarter/Council Name * : MALEK-NOCK

Description of Complaint / Allegation / Issue * : TEST_NAREM

Reporting Channel * : Boma/QCDC

Complainant's Name : Noorem_Test

Physical Address :

Age :

Category of Grievance * : General Complaint

Attachment: Choose File No file chosen

Other Reporting Channel :

Contact Number :

Gender : --Select--

SNSOP Beneficiary : --Select--

Type of Grievance : --Select--

Type Of Grievance (Other) :

Save

Success! Updated successfully

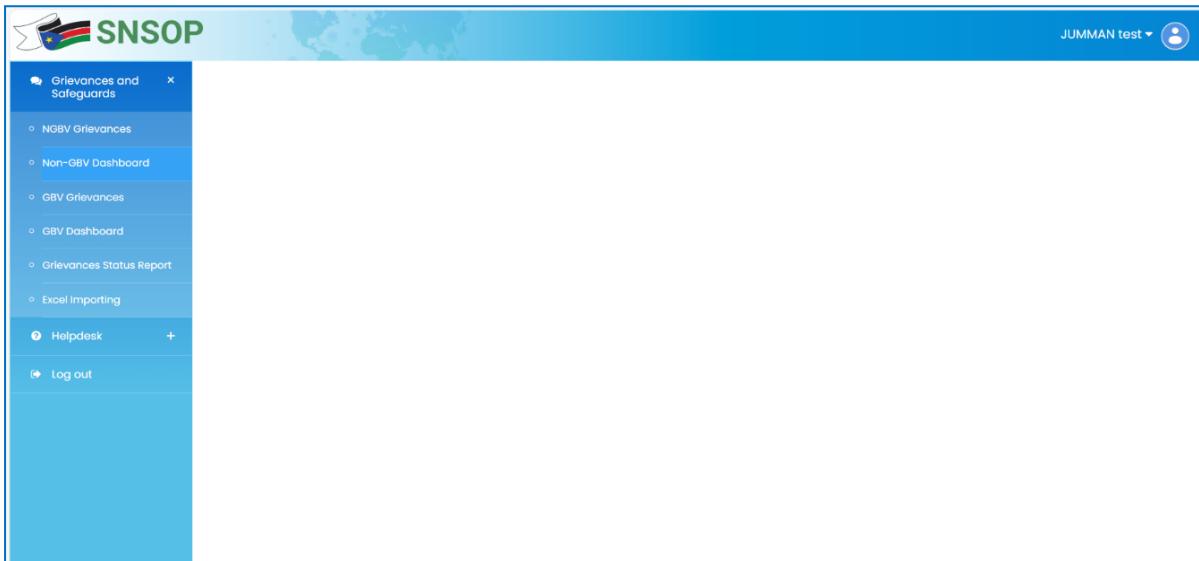
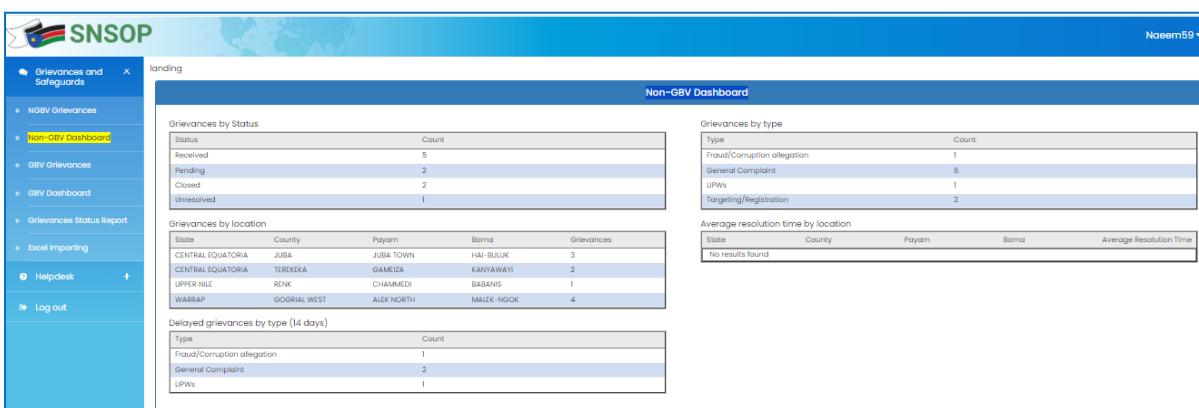
Complaint processing

14.2. Non-GBV Dashboard

For "Non-GBV Dashboard", follow the steps below:

- Start by logging in to the system using your ManagerGRM role credentials
- Once logged in, locate the Grievances and Safeguards Menu in the system's main navigation panel

- Under the Grievances and Safeguards Menu, Click on the NGBV Dashboard Submenu

Status	Count
Received	5
Pending	2
Closed	2
Unresolved	1

Type	Count
Fraud/Corruption allegation	1
General Complaint	6
IPWs	1
Targeting/Registration	2

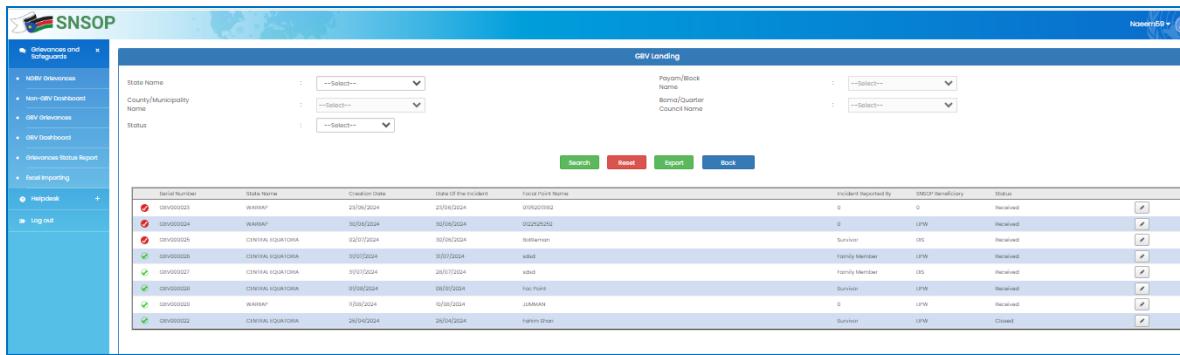
State	County	Payam	Boma	Average Resolution Time
No results found				

Type	Count
Fraud/Corruption allegation	1
General Complaint	2
IPWs	1

14.3. GBV Grievances

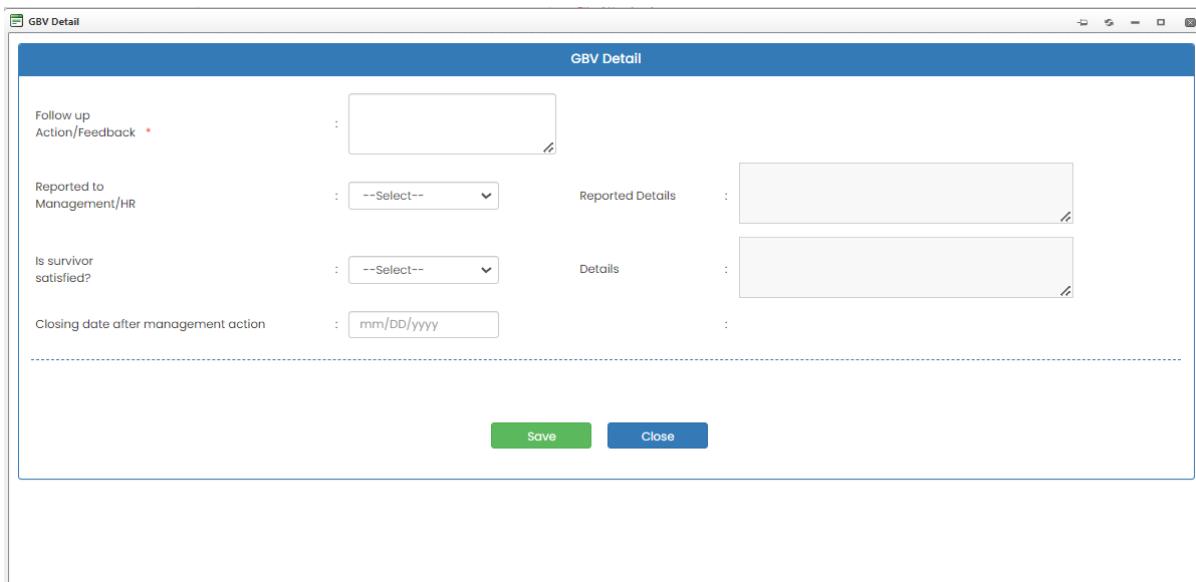
For "GBV Grievances", follow the steps below:

- Start by logging in to the system using your ManagerGRM role credentials
- Once logged in, locate the Grievances and Safeguards Menu in the system's main navigation panel
- Under the Grievances and Safeguards Menu, Click on the GBV Grievances Submenu
- Press the "Search" button to retrieve the relevant list data and then click Edit button for the grievance you want to process



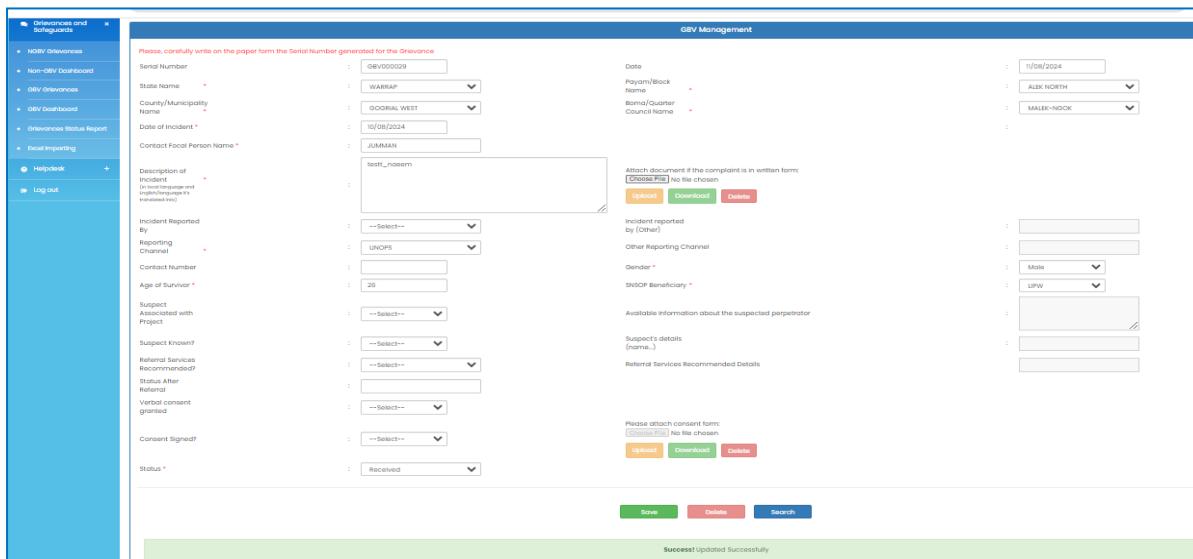
This screenshot shows the GBV Landing page of the SNSOP system. It features a search interface with dropdowns for State Name, County/Municipality Name, and Status. Below the search bar are buttons for Search, Reset, Export, and Book. A table lists 10 incidents, each with a status indicator (e.g., Open, Received, Pending, Closed), reported date, victim name, and beneficiary information.

- Click the Complaint Processing button and fill up the form with necessary information



This screenshot shows the GBV Detail form. It contains sections for follow-up actions, reporting details, and survivor satisfaction. Fields include 'Follow up Action/Feedback', 'Reported to Management/HR', 'Is survivor satisfied?', and 'Closing date after management action'. There are also sections for 'Reported Details' and 'Details', and buttons for 'Save' and 'Close'.

- Click the save and wait for the success notification

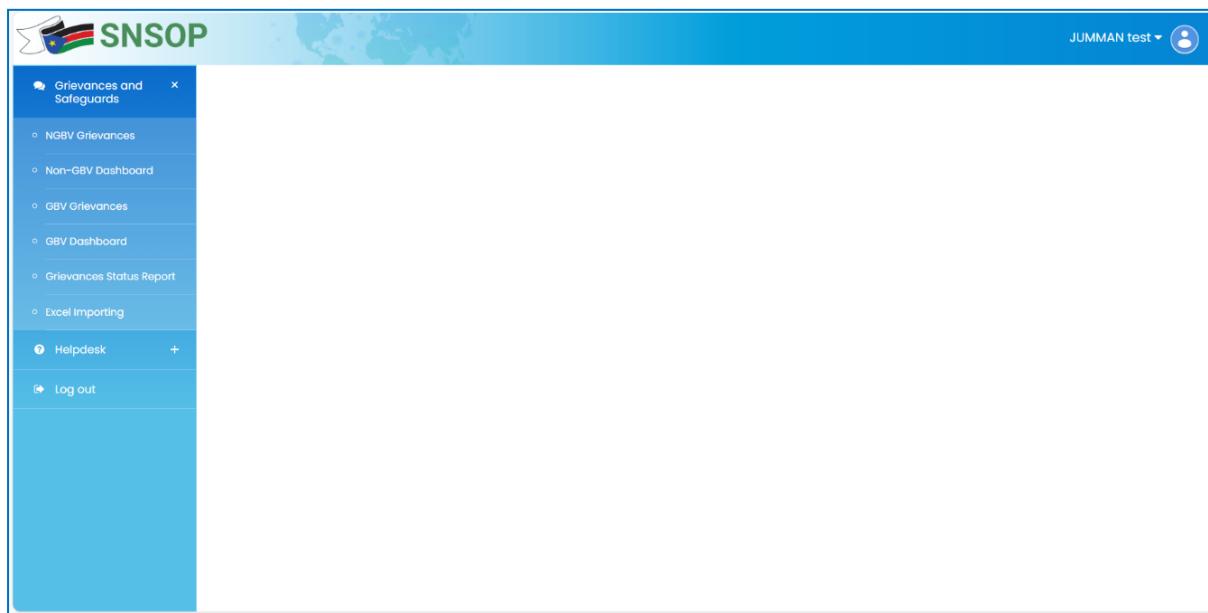
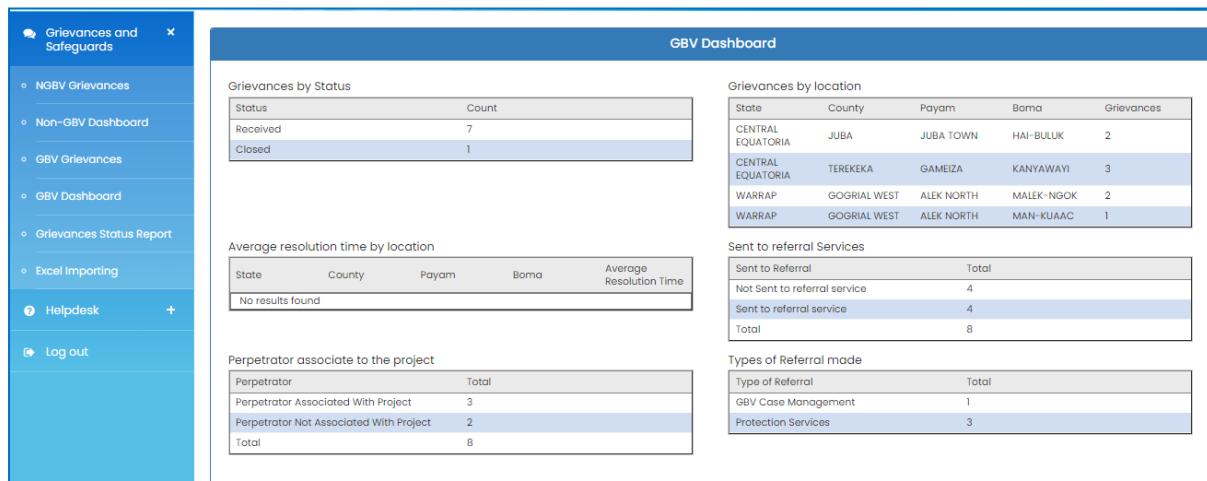


This screenshot shows the GBV Management form, a comprehensive incident report. It includes sections for basic information like serial number, state name, county/municipality name, and date. Other sections cover suspect details, reporting channel, gender, and SNSOP beneficiary. The form also includes fields for attaching documents and consent forms, and buttons for Save, Delete, and Search. A success message at the bottom indicates the record was updated successfully.

14.4. GBV Dashboard

For "GBV Dashboard", follow the steps below:

- Start by logging in to the system using your ManagerGRM role credentials
- Once logged in, locate the Grievances and Safeguards Menu in the system's main navigation panel
- Under the Grievances and Safeguards Menu, click on the GBV Dashboard Submenu

Status	Count
Received	7
Closed	1

State	County	Payam	Boma	Grievances
CENTRAL EQUATORIA	JUBA	JUBA TOWN	HAI-BULUK	2
CENTRAL EQUATORIA	TEREKEKA	GAMEIZA	KANYAWAYI	3
WARRAP	GOGRIAL WEST	ALEK NORTH	MALEK-NGOK	2
WARRAP	GOGRIAL WEST	ALEK NORTH	MAN-KUAAC	1

Sent to Referral	Total
Not Sent to referral service	4
Sent to referral service	4
Total	8

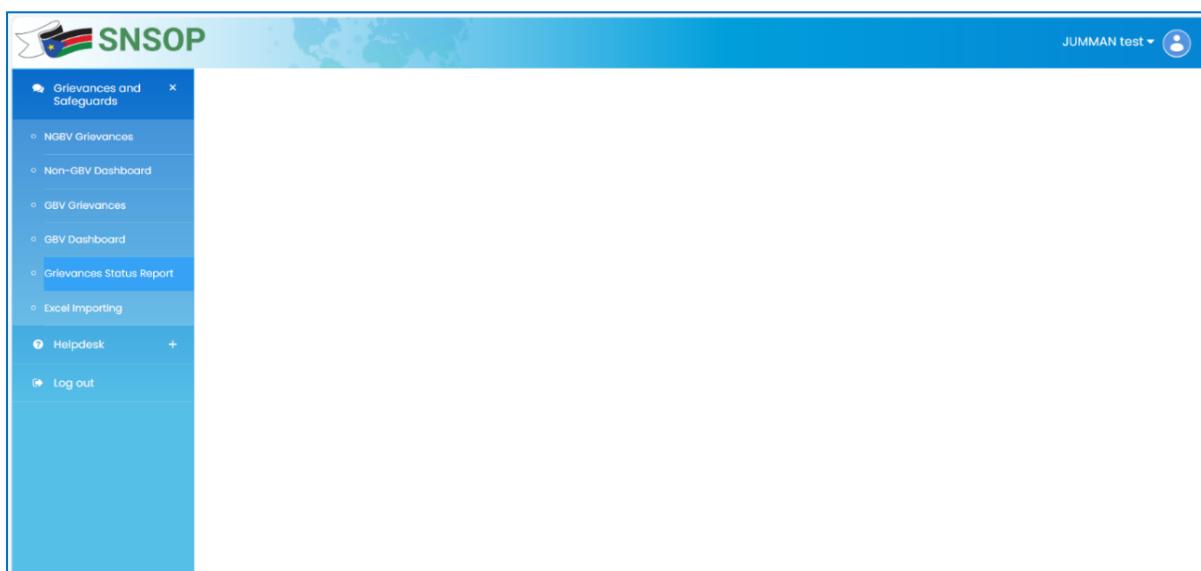
Perpetrator	Total
Perpetrator Associated With Project	3
Perpetrator Not Associated With Project	2
Total	8

Type of Referral	Total
GBV Case Management	1
Protection Services	3

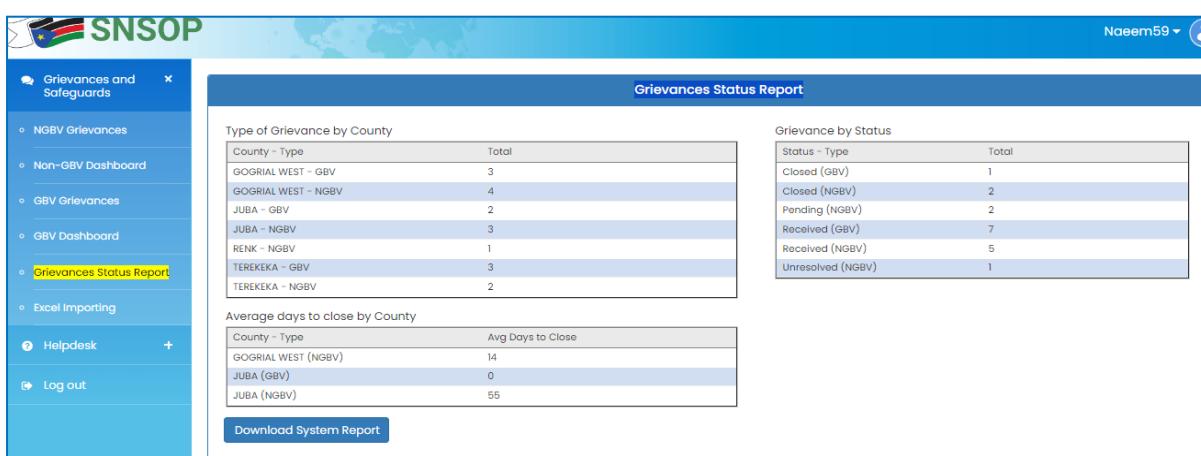
14.5. Grievance Status Report

For "Grievance Status Report", follow the steps below:

- Start by logging in to the system using your ManagerGRM role credentials Role
- Once logged in, locate the Grievances and Safeguards Menu in the system's main navigation panel
- Under the Grievances and Safeguards Menu, Click on Grievances Status Report Submenu



- Click on the "Download system Report", all GBV and non-GBV reports will be downloaded



County - Type	Total
GOGRIAL WEST - GBV	3
GOGRIAL WEST - NGBV	4
JUBA - GBV	2
JUBA - NGBV	3
RENK - NGBV	1
TEREKKA - GBV	3
TEREKKA - NGBV	2

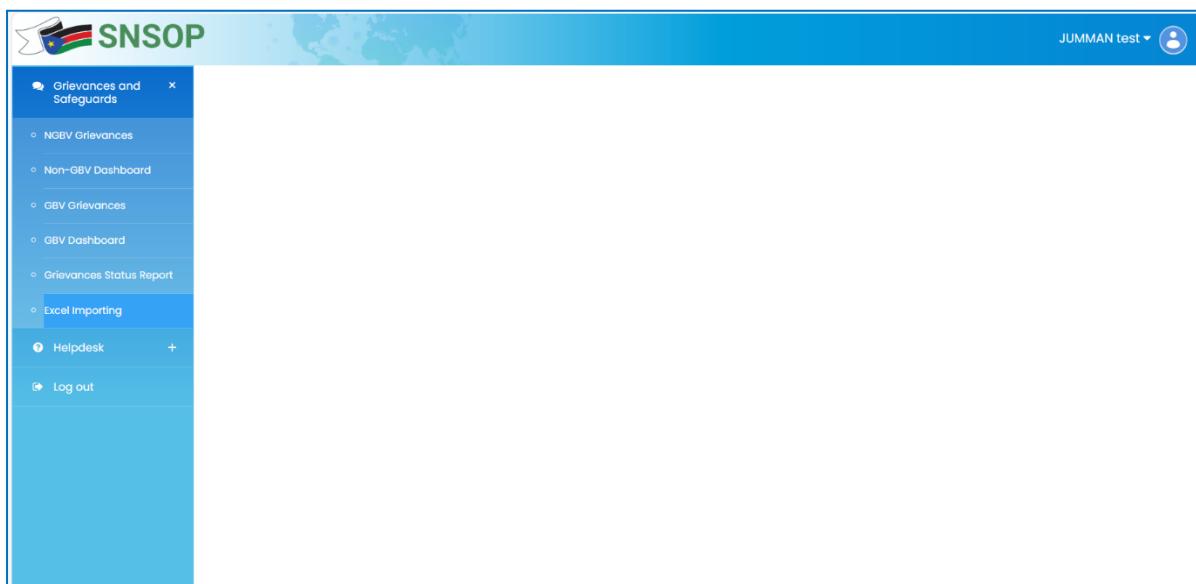
Status - Type	Total
Closed (GBV)	1
Closed (NGBV)	2
Pending (NGBV)	2
Received (GBV)	7
Received (NGBV)	5
Unresolved (NGBV)	1

County - Type	Avg Days to Close
GOGRIAL WEST (NGBV)	14
JUBA (GBV)	0
JUBA (NGBV)	55

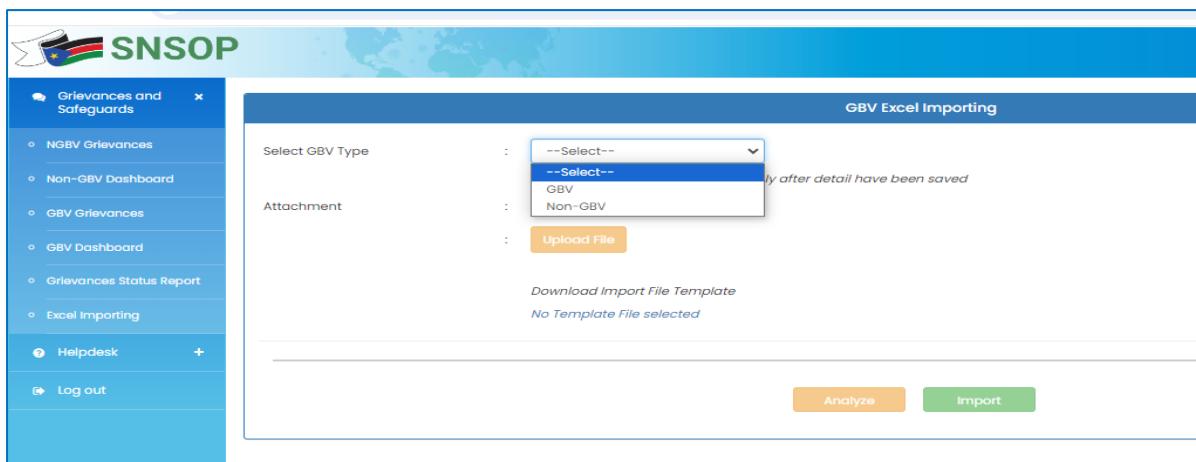
14.6 Excel Importing

For "Excel Importing", follow the steps below:

- Start by logging in to the system using your ManagerGRM role credentials
- Once logged in, locate the Grievances and Safeguards Menu in the system's main navigation panel
- Under the Grievances and Safeguards Menu, click on the Excel Importing Submenu



- Select GBV Type from "GBV or NON-GBV" dropdown
- Download Import File Template from "GBV Template File Selected" or "Non-GBV Template File Selected" link
- Fill up the (GBV or NON-GBV) Grievance Form fields in the excel with necessary information and complying with the rules set forth in the excel
- Click on the "Attachment" to select the file
- Click the "Upload File" button to complete the upload



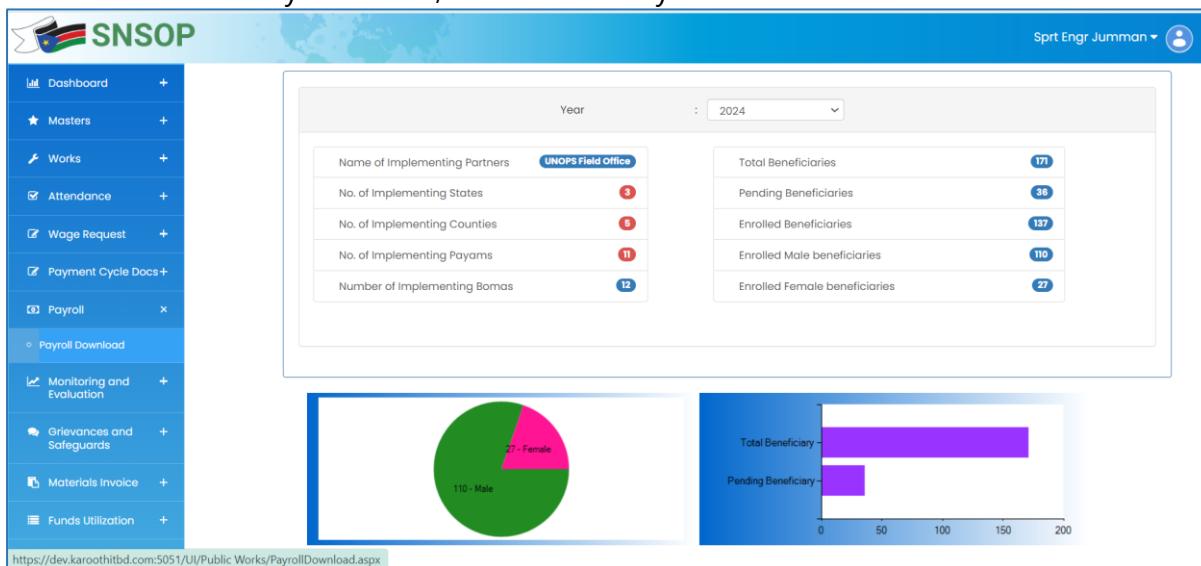
15. Payroll

An Implementing Partner (IP) has the ability to download payroll. This functionality is accessible directly through the system's interface after a successful login.

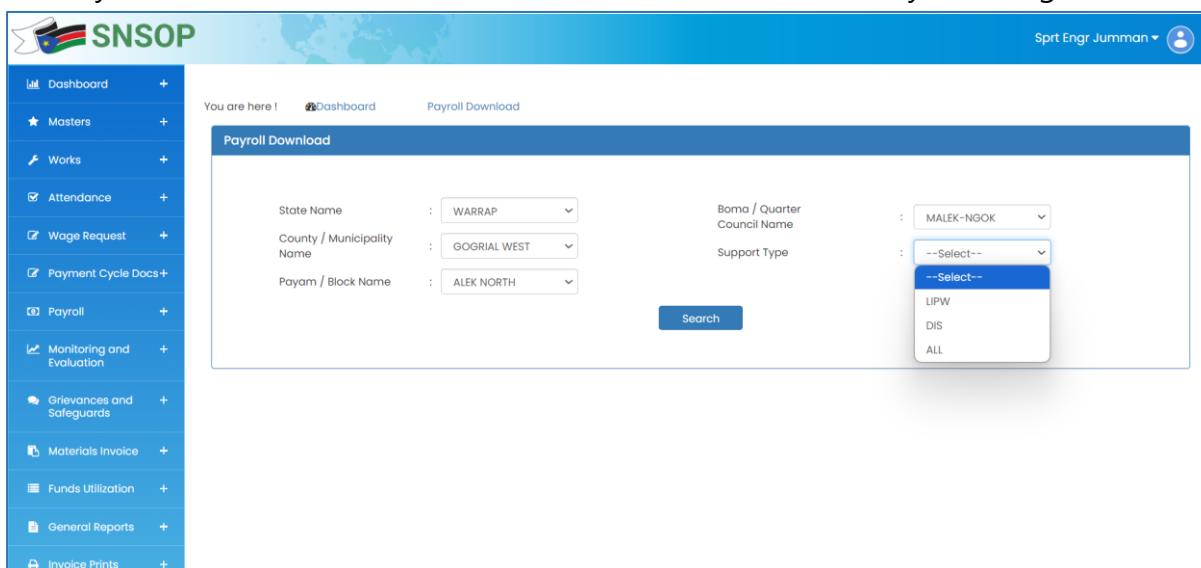
15.1. Payroll Download

For "Payroll Download", follow the steps below:

- Log in as Implementing Partner (IP) by using your IP credentials
- Once logged in, locate the Payroll Menu
- Under the Payroll Menu, click on the Payroll Download Submenu



Payroll can be downloaded individually in three ways here. From the support type dropdown, select "LIPW" to download only LIPW payroll, select "DIS" to download only DIS Payroll. And the total of LIPW and DIS can be downloaded by selecting "All".

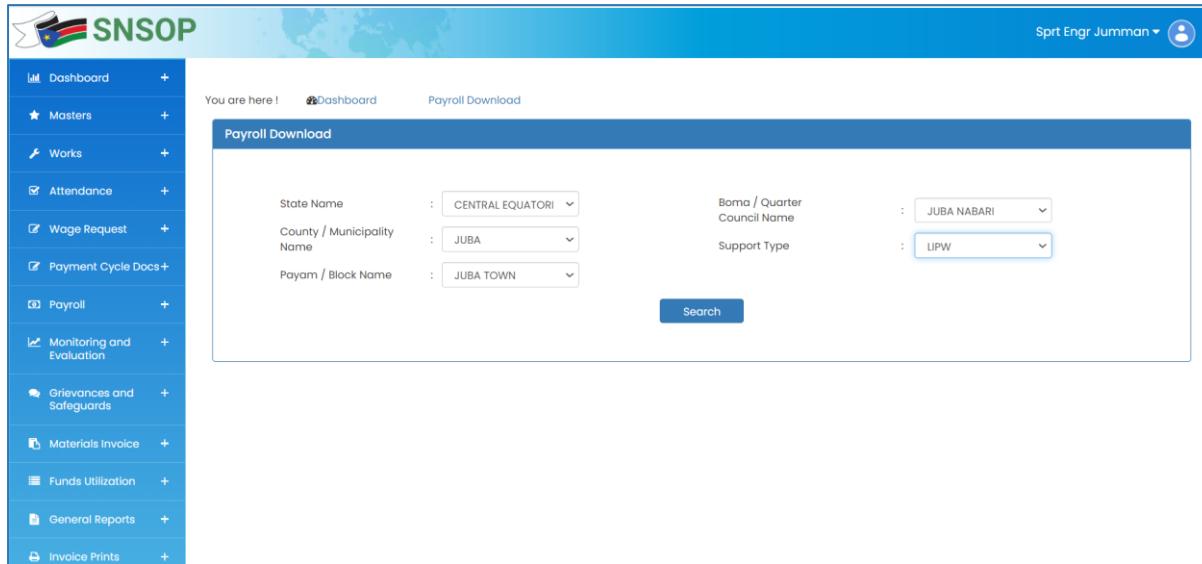


The screenshot shows the Payroll Download search form. The sidebar menu is identical to the previous dashboard. The main form includes fields for State Name (WARRAP), County / Municipality Name (GOGRIAL WEST), Payam / Block Name (ALEK NORTH), Boma / Quarter Council Name (MALEK-NGOK), and Support Type (a dropdown menu showing --Select--, LIPW, DIS, and ALL). A "Search" button is located at the bottom of the form.

To LIPW Payroll Download:

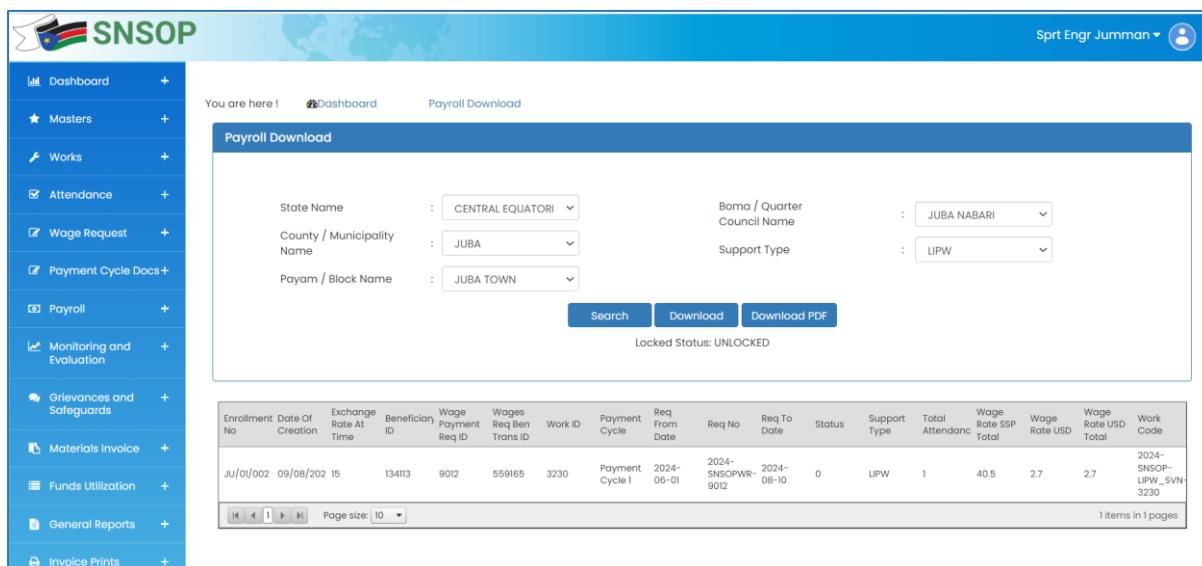
All the search criteria in the Payroll Download page are mandatory.

- Complete each field (State Name, County Name, Payam Name, Boma Name)
- Select “LIPW” from Support Type dropdown
- Search to retrieve the relevant data



The screenshot shows the SNSOP Payroll Download interface. On the left is a navigation sidebar with various modules like Dashboard, Masters, Works, Attendance, Wage Request, Payment Cycle Docs, Payroll, Monitoring and Evaluation, Grievances and Safeguards, Materials Invoice, Funds Utilization, General Reports, and Invoice Prints. The main area is titled "Payroll Download". It contains four dropdown fields: "State Name" (set to CENTRAL EQUATORI), "County / Municipality Name" (set to JUBA), "Payam / Block Name" (set to JUBA TOWN), and "Boma / Quarter Council Name" (set to JUBA NABARI). Below these is a "Support Type" dropdown set to LIPW. A blue "Search" button is located at the bottom of the search panel.

Payroll Download status remains unlocked. IP can download the encrypted payroll by clicking on the download button. Once the download is complete, the download option will be locked. Later the encrypted payroll can be downloaded again by clicking the unlock button and then downloading again. Moreover, this can be downloaded multiple times as a PDF file by clicking “Download PDF” button.



The screenshot shows the results of the payroll download search. At the top, it says "Locked Status: UNLOCKED". Below is a table with the following data:

Enrollment No	Date Of Creation	Exchange Rate At Time	Beneficiary ID	Wage Payment Req ID	Wages Req Ben Trans ID	Work ID	Payment Cycle	Req From Date	Req No	Req To Date	Status	Support Type	Total Attendance	Wage Rate SSP Total	Wage Rate USD	Wage Rate USD Total	Work Code
JU/01/002	09/08/2024 15		134113	9012	559165	3230	Payment Cycle 1	2024-06-01	2024-SNSOPWR-9012	2024-08-10	0	LIPW	1	40.5	2.7	2.7	2024-SNSOP-LIPW-SVN-3230

At the bottom, there are navigation icons for first, previous, next, and last pages, and a "Page size: 10" dropdown. A note says "1 items in 1 pages".

SNSOP

You are here ! [Dashboard](#) Payroll Download

Payroll Download

State Name :	CENTRAL EQUATORI	Boma / Quarter Council Name :	JUBA NABARI
County / Municipality Name :	JUBA	Support Type :	LIPW
Payam / Block Name :	JUBA TOWN		

Search Download PDF Unlock

Locked Status: LOCKED

Enrollment No	Date Of Creation	Exchange Rate At Time	Beneficiary ID	Wage Payment Req ID	Wages Req Ben Trans ID	Work ID	Payment Cycle	Req From Date	Req No	Req To Date	Status	Support Type	Total Attendanc	Wage Rate SSP Total	Wage Rate USD	Wage Rate USD Total	Work Code
JU/01/002	09/08/2022	15	134113	9012	559165	3230	Payment Cycle 1	2024-06-01	2024-SNSOPWR-9012	2024-08-10	0	LIPW	1	40.5	2.7	2.7	2024-SNSOP-LIPW_SVN-3230

Page size: 10 | 1 items in 1 pages

SNSOP

You are here ! [Dashboard](#) Payroll Download

Payroll Download

State Name :	CENTRAL EQUATORI	Boma / Quarter Council Name :	JUBA NABARI
County / Municipality Name :	JUBA	Support Type :	LIPW
Payam / Block Name :	JUBA TOWN		

Search Download Download PDF Unlock

Locked Status: UNLOCKED

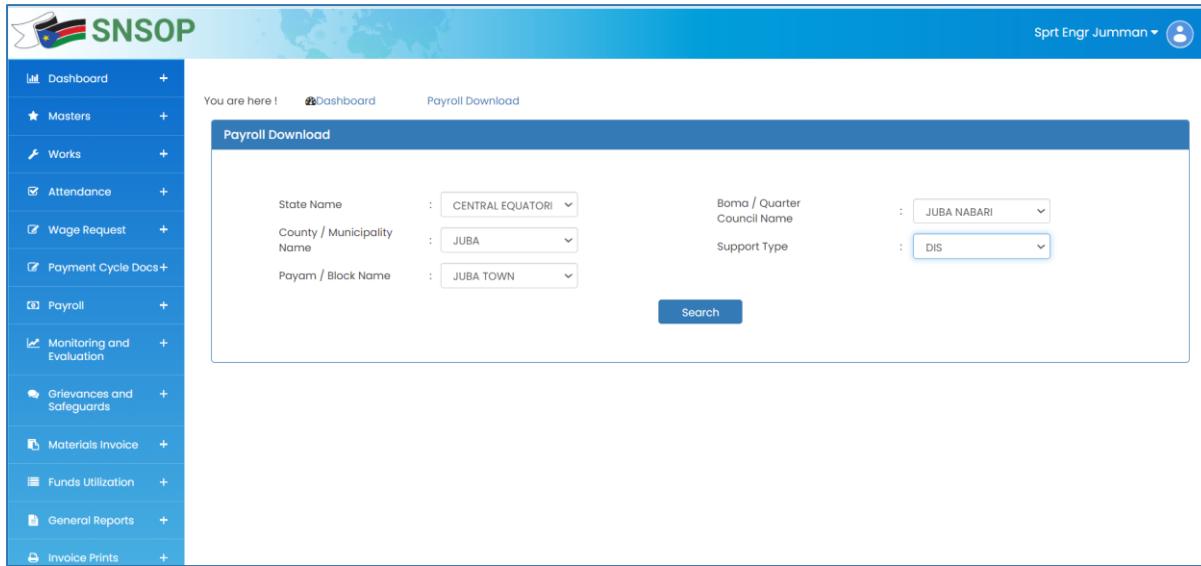
Enrollment No	Date Of Creation	Exchange Rate At Time	Beneficiary ID	Wage Payment Req ID	Wages Req Ben Trans ID	Work ID	Payment Cycle	Req From Date	Req No	Req To Date	Status	Support Type	Total Attendanc	Wage Rate SSP Total	Wage Rate USD	Wage Rate USD Total	Work Code
JU/01/002	09/08/2022	15	134113	9012	559165	3230	Payment Cycle 1	2024-06-01	2024-SNSOPWR-9012	2024-08-10	0	LIPW	1	40.5	2.7	2.7	2024-SNSOP-LIPW_SVN-3230

Page size: 10 | 1 items in 1 pages

To DIS Payroll Download:

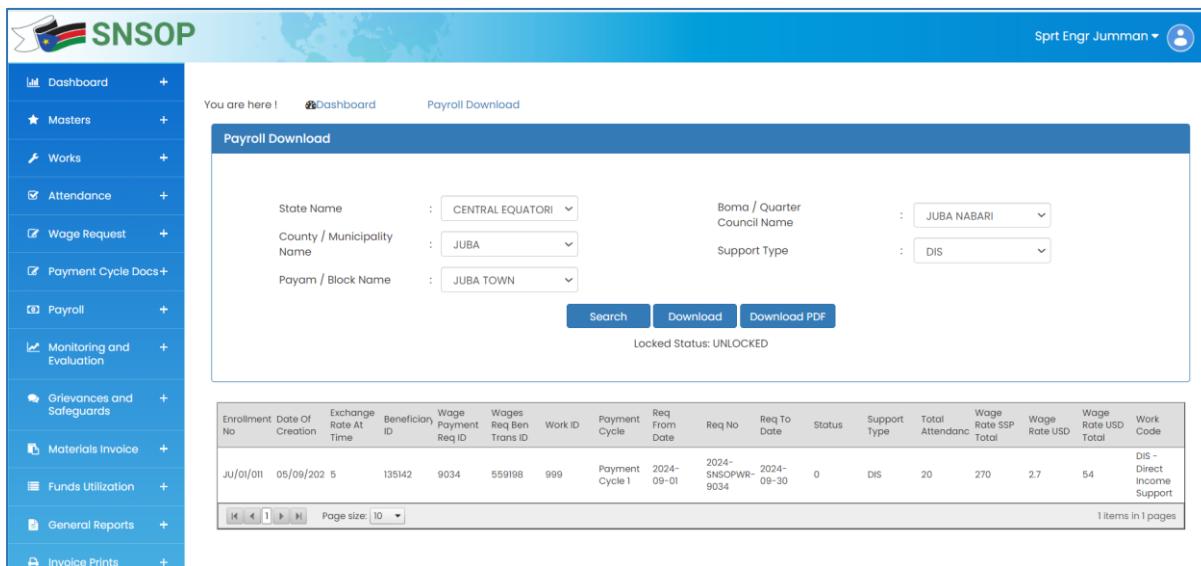
All the search criteria in the Payroll Download page are mandatory.

- Complete each field (State Name, County Name, Payam Name, Boma Name)
- Select “DIS” from Support Type dropdown
- Search to retrieve the relevant data



The screenshot shows the SNSOP Payroll Download interface. On the left is a navigation sidebar with various modules like Dashboard, Masters, Works, Attendance, Wage Request, Payment Cycle Docs, Payroll, Monitoring and Evaluation, Grievances and Safeguards, Materials Invoice, Funds Utilization, General Reports, and Invoice Prints. The main area is titled "Payroll Download". It contains four dropdown search fields: "State Name" (CENTRAL EQUATORI), "County / Municipality Name" (JUBA), "Payam / Block Name" (JUBA TOWN), and "Boma / Quarter Council Name" (JUBA NABARI). A "Support Type" dropdown is also present, set to "DIS". A "Search" button is located below the fields.

Payroll Download status remains unlocked. IP can download the encrypted payroll by clicking on the download button. Once the download is complete, the download option will be locked. Later the encrypted payroll can be downloaded again by clicking the unlock button and then downloading again. Moreover, this can be downloaded multiple times as a PDF file by clicking “**Download PDF**” button.



The screenshot shows the results of the payroll download search. The "Locked Status" is displayed as "UNLOCKED". Below the status are three buttons: "Search", "Download", and "Download PDF". The main area displays a table with the following columns: Enrollment No, Date Of Creation, Exchange Rate At Time, Beneficiary ID, Wage Payment Req ID, Wages Req Ben Trans ID, Work ID, Payment Cycle, Req From Date, Req No, Req To Date, Status, Support Type, Total Attendance, Wage Rate SSP Total, Wage Rate USD, Wage Rate Total, and Work Code. One row of data is listed: JU/01/01 05/09/2022 5 135142 9034 559198 999 Payment Cycle 1 2024-09-01 2024-09-30 0 DIS 20 270 2.7 54. A note "DIS - Direct Income Support" is placed next to the Work Code column. At the bottom, there is a page size selector and a message "1 items in 1 pages".

SNSOP

You are here ! [Dashboard](#) Payroll Download

Payroll Download

State Name	: CENTRAL EQUATORI	Boma / Quarter Council Name	: JUBA NABARI
County / Municipality Name	: JUBA	Support Type	: DIS
Payam / Block Name	: JUBA TOWN		

Search Download PDF Unlock

Locked Status: LOCKED

Enrollment No	Date Of Creation	Exchange Rate At Time	Beneficiary ID	Wage Payment Req ID	Wages Req Ben Trans ID	Work ID	Payment Cycle	Req From Date	Req No	Req To Date	Status	Support Type	Total Attendance	Wage Rate SSP Total	Wage Rate USD	Wage Rate USD Total	Work Code
JU/01/01	05/09/2022	5	135142	9034	559198	999	Payment Cycle 1	2024-09-01	2024-SNSOPWR-9034	2024-09-30	0	DIS	20	270	2.7	54	DIS - Direct Income Support

Page size: 10 | 1 pages

SNSOP

You are here ! [Dashboard](#) Payroll Download

Payroll Download

State Name	: CENTRAL EQUATORI	Boma / Quarter Council Name	: JUBA NABARI
County / Municipality Name	: JUBA	Support Type	: DIS
Payam / Block Name	: JUBA TOWN		

Search Download Download PDF Unlock

Locked Status: UNLOCKED

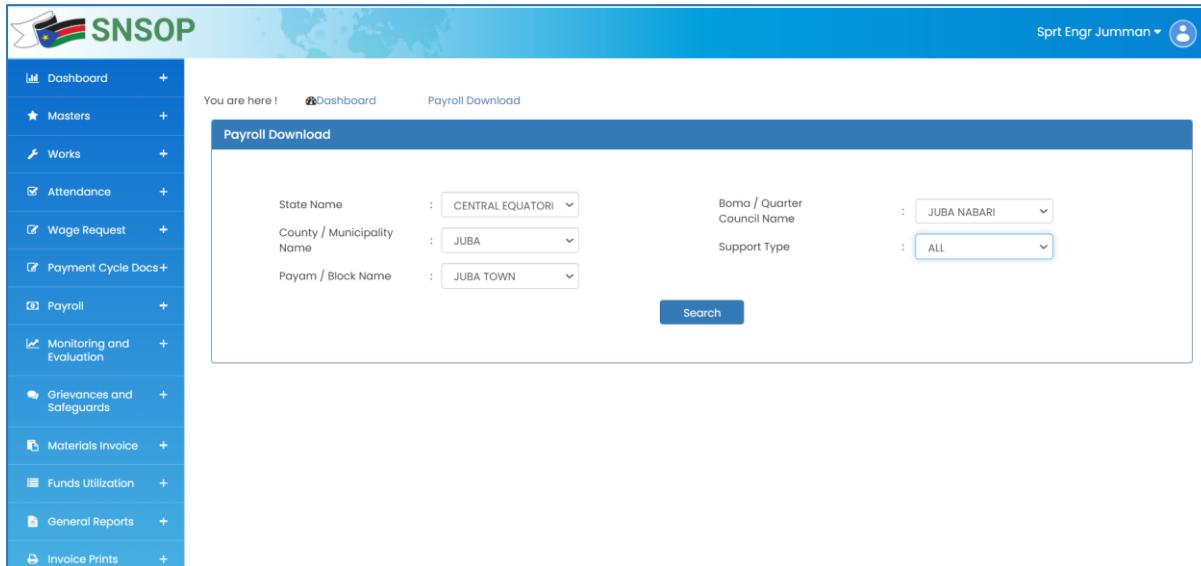
Enrollment No	Date Of Creation	Exchange Rate At Time	Beneficiary ID	Wage Payment Req ID	Wages Req Ben Trans ID	Work ID	Payment Cycle	Req From Date	Req No	Req To Date	Status	Support Type	Total Attendance	Wage Rate SSP Total	Wage Rate USD	Wage Rate USD Total	Work Code
JU/01/01	05/09/2022	5	135142	9034	559198	999	Payment Cycle 1	2024-09-01	2024-SNSOPWR-9034	2024-09-30	0	DIS	20	270	2.7	54	DIS - Direct Income Support

Page size: 10 | 1 pages

To All Payroll Download:

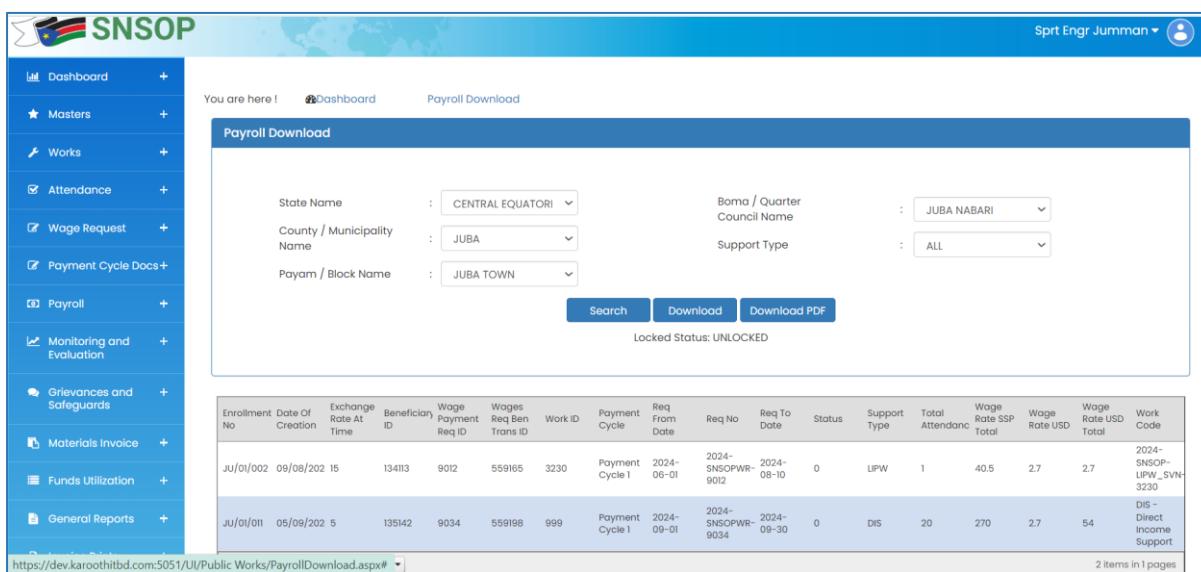
All the search criteria in the Payroll Download page are mandatory.

- Complete each field (State Name, County Name, Payam Name, Boma Name)
- Select “All” from Support Type dropdown
- Search to retrieve the relevant data



The screenshot shows the SNSOP Payroll Download interface. On the left is a navigation sidebar with various modules like Dashboard, Masters, Works, Attendance, Wage Request, Payment Cycle Docs, Payroll, Monitoring and Evaluation, Grievances and Safeguards, Materials Invoice, Funds Utilization, General Reports, and Invoice Prints. The main area is titled "Payroll Download" and contains four dropdown menus for filtering: State Name (CENTRAL EQUATORI), County / Municipality Name (JUBA), Payam / Block Name (JUBA TOWN), and Boma / Quarter Council Name (JUBA NABARI). Below these is a "Support Type" dropdown set to "ALL". At the bottom of the form is a blue "Search" button.

Payroll Download status remains unlocked. IP can download the encrypted payroll by clicking on the download button. Once the download is complete, the download option will be locked. Later the encrypted payroll can be downloaded again by clicking the unlock button and then downloading again. Moreover, this can be downloaded multiple times as a PDF file by clicking **“Download PDF”** button.



The screenshot shows the SNSOP Payroll Download interface after a search has been performed. The search criteria remain the same as in the previous screenshot. Below the search bar are three buttons: "Search", "Download", and "Download PDF". A note below the buttons states "Locked Status: UNLOCKED". The main area displays a table of results with the following columns: Enrollment No, Date Of Creation, Exchange Rate At Time, Beneficiary ID, Wage Payment Req ID, Wages Req Ben Trans ID, Work ID, Payment Cycle, Req From Date, Req To Date, Status, Support Type, Total Attendant, Wage Rate SSP Total, Wage Rate USD Total, and Work Code. Two rows of data are listed in the table. The first row corresponds to the data in the previous screenshot. The second row has a "Work Code" of "DIS - Direct Income Support". At the bottom of the table, it says "2 items in 1 pages".

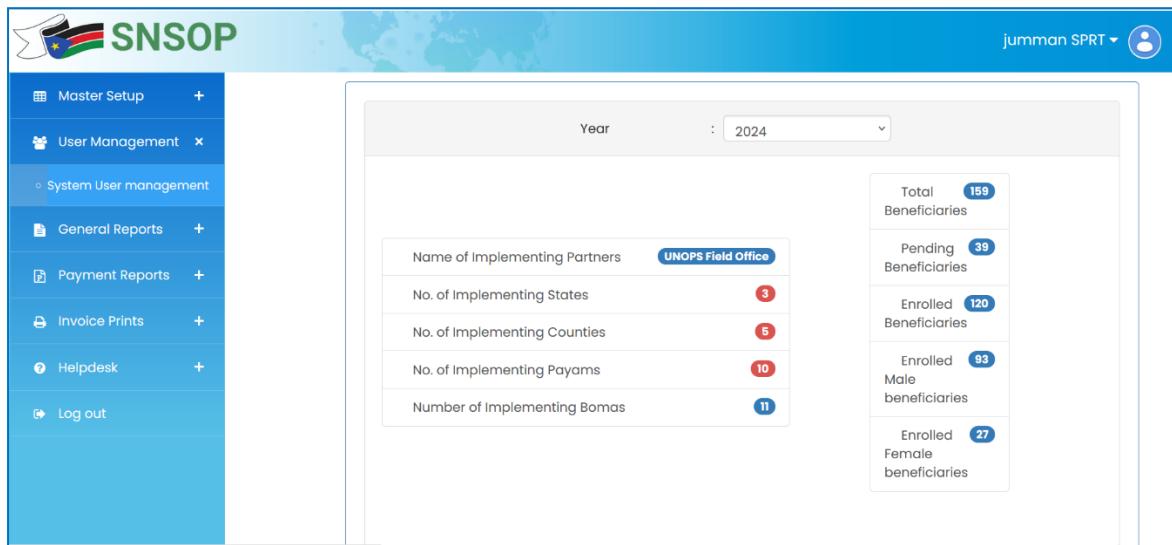
16. User Management

The "User Management" Menu provides Admin & MIS with tools to manage and control user access within the system. From this Menu, Admin & MIS can handle tasks such as adding, editing, or removing users, assigning roles, and overseeing permissions.

16.1. System User Management

For "User Management", follow the steps below:

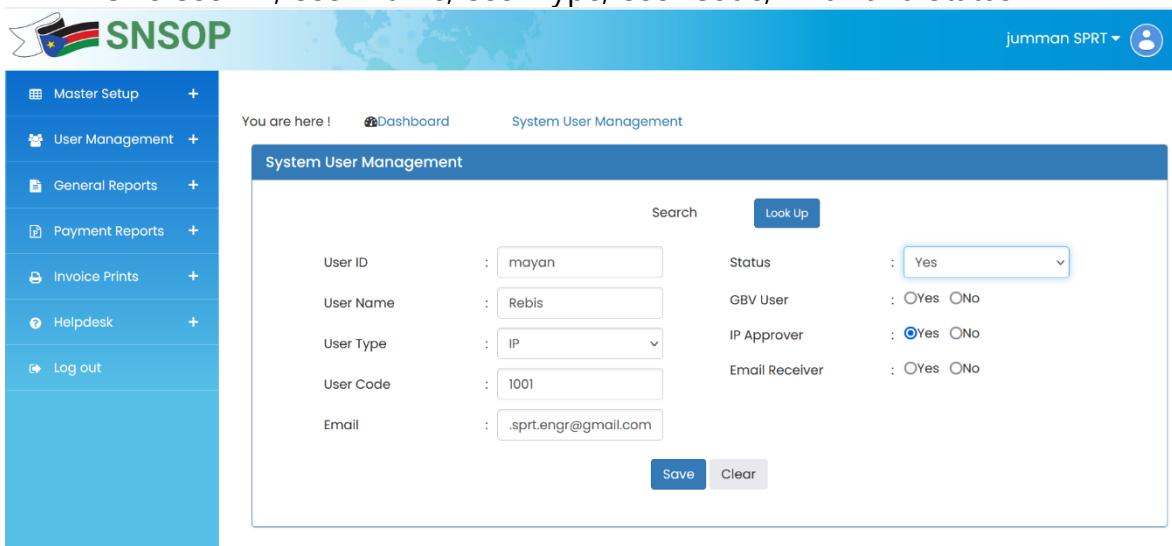
- Log in as Admin (Adm) or MIS using your Admin or MIS credentials
- Once logged in, locate the "User Management" Menu
- Under the user Management Menu, click on the 'System User Management' Submenu



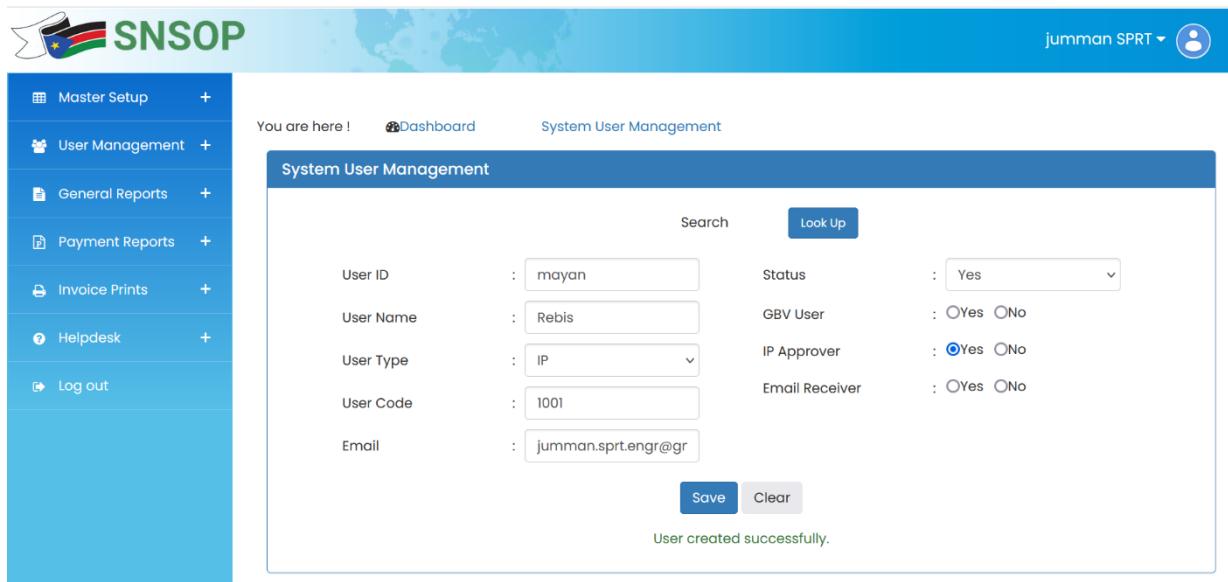
Total Beneficiaries	159
Pending Beneficiaries	39
Enrolled Beneficiaries	120
Enrolled Male beneficiaries	93
Enrolled Female beneficiaries	27

For "Insert" a New User in "System User Management" page:

- Fill up the User Management page fields with necessary information
- Give User ID, User Name, User Type, User Code, Email and Status



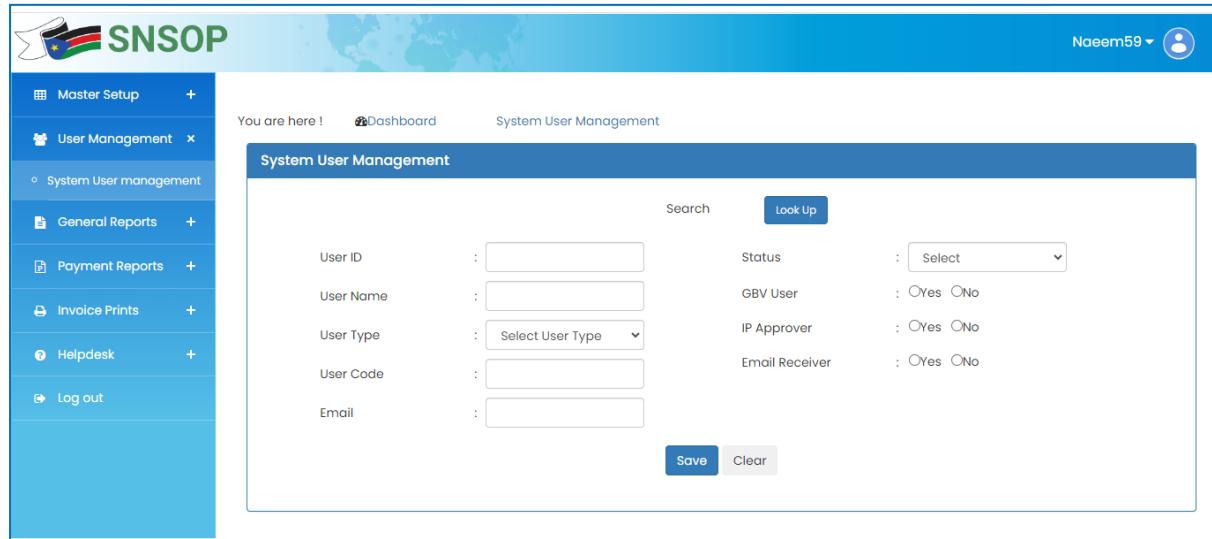
- Click the "Save" button and wait for the success notification



The screenshot shows the SNSOP System User Management interface. On the left, a sidebar menu includes options like Master Setup, User Management (selected), General Reports, Payment Reports, Invoice Prints, Helpdesk, and Log out. The main content area displays the 'System User Management' form. It contains fields for User ID (mayan), User Name (Rebis), User Type (IP), User Code (1001), Email (jumman.sprt.engr@gr), Status (Yes), GBV User (radio buttons for Yes/No), IP Approver (radio buttons for Yes/No), and Email Receiver (radio buttons for Yes/No). Below the form are 'Save' and 'Clear' buttons, and a message 'User created successfully.'

For “Update” a User in “System User Management” page:

- Click on the “Look Up” button to open the search functionality for the update user



This screenshot shows the same SNSOP System User Management interface as the previous one, but with a different state. The 'User Management' option in the sidebar is now expanded, revealing the 'System User management' sub-option. The main form's fields are mostly empty, except for the 'Status' dropdown which is set to 'Select'. The 'Look Up' button is visible above the input fields. The rest of the interface, including the sidebar and navigation links, remains the same.

- Press the "Search" button with user name, user type or email criteria to retrieve the relevant user data

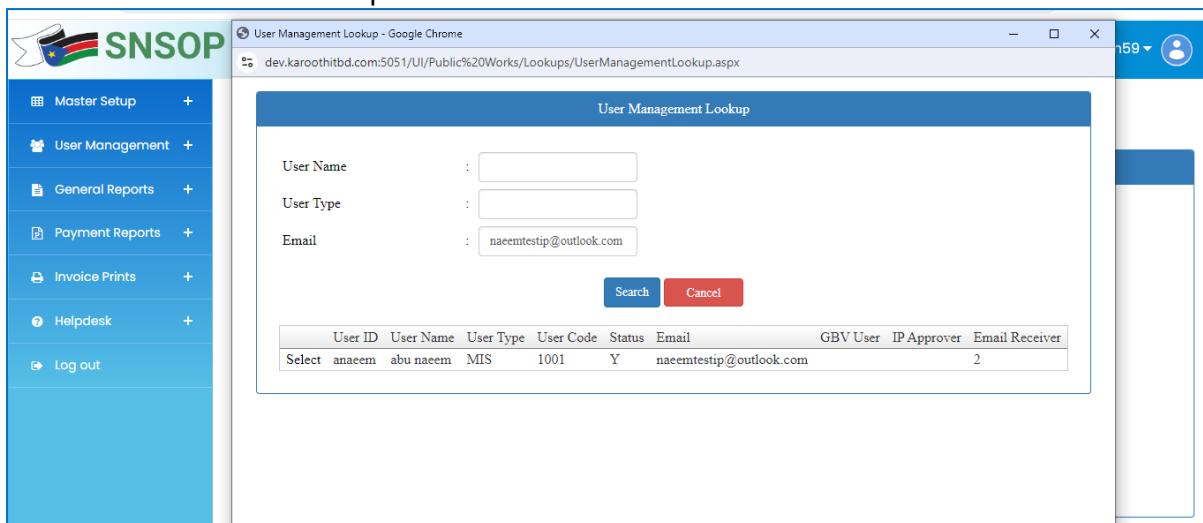
User Management Lookup

User Name	:	<input type="text"/>
User Type	:	<input type="text"/>
Email	:	<input type="text"/>

Search Cancel

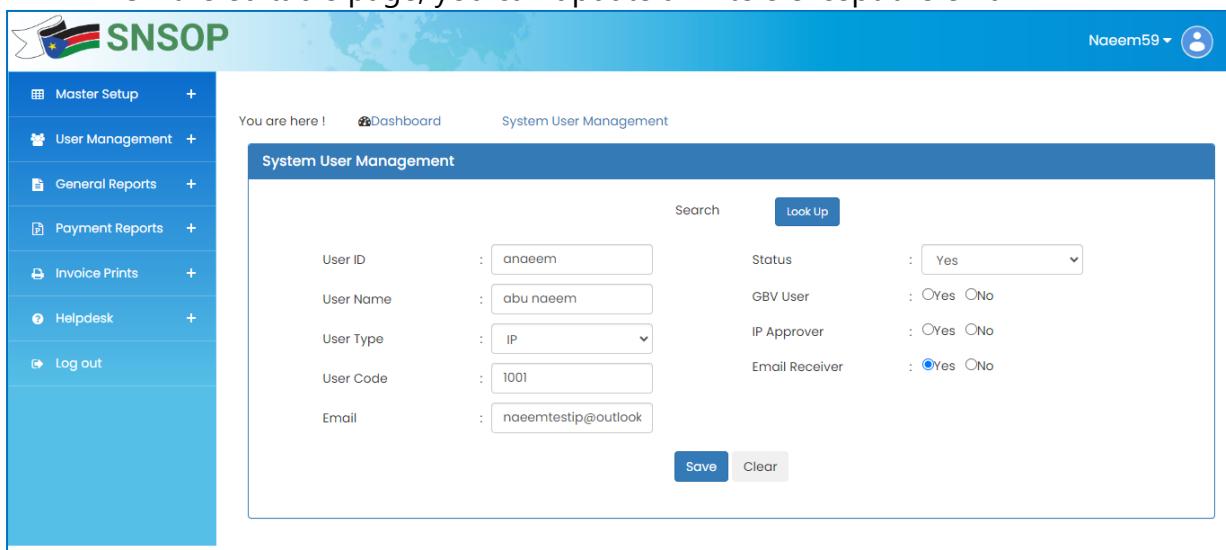
User ID	User Name	User Type	User Code	Status	Email	GBV User	IP Approver	Email Receiver
Select	Lubang Martin Elizara LAKI	Cordinator	1006	Y	shovon1@karoothitbd.com		True	
Select	Leslie Mhara	Manager	1008	Y	shovon1@karoothitbd.com		True	
Select	tabanau	IP	1001	Y	tabanau@unops.org			
Select	fahim	Adm	1001	Y	fahim@karoothitbd.com	True	True	2
Select	Alex Alson Mawa	IP	1001	Y	mawaA@unops.org			
Select	Anthony Milla Taban	QualEng	1001	Y	admin@unisensebd.com			1

- Click "Select" to update the user from the list



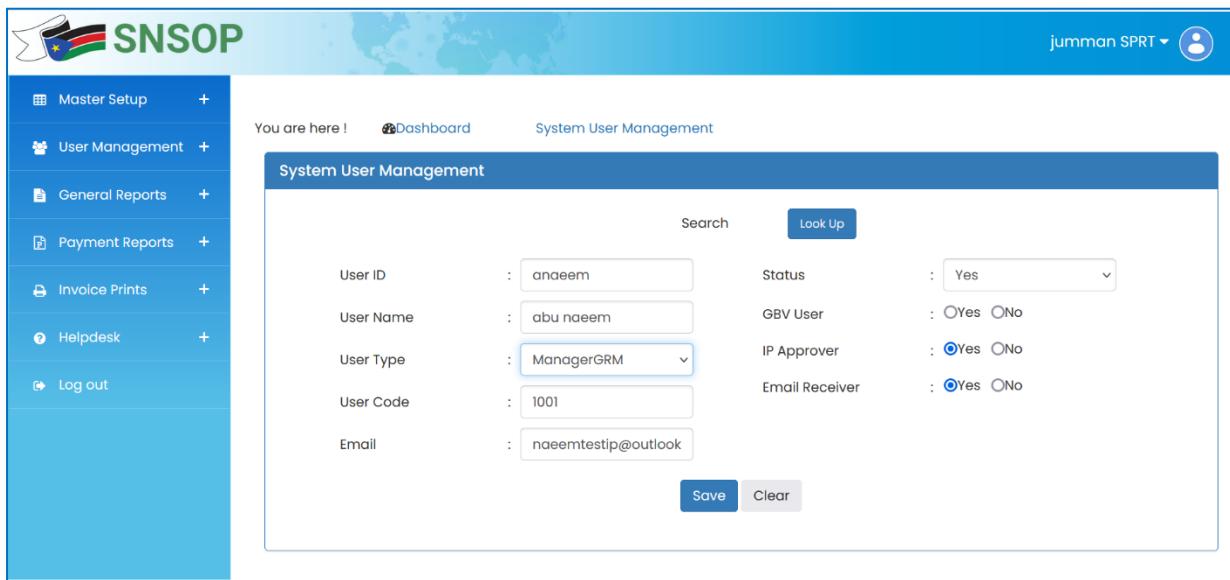
The screenshot shows the SNSOP application interface. On the left, there is a navigation menu with options like Master Setup, User Management, General Reports, Payment Reports, Invoice Prints, Helpdesk, and Log out. The User Management option is currently selected. The main content area displays the 'User Management Lookup' form with fields for User Name, User Type, and Email, each with an associated input field. Below the form is a table showing user details. One row is selected, showing 'anaeem' as the User Name, 'abu naeem' as the User Name, 'MIS' as the User Type, '1001' as the User Code, 'Y' as the Status, and 'naeemtestip@outlook.com' as the Email. The GBV User, IP Approver, and Email Receiver columns show values like 'True', 'True', and '2' respectively.

- On the editable page, you can update all filters except the email



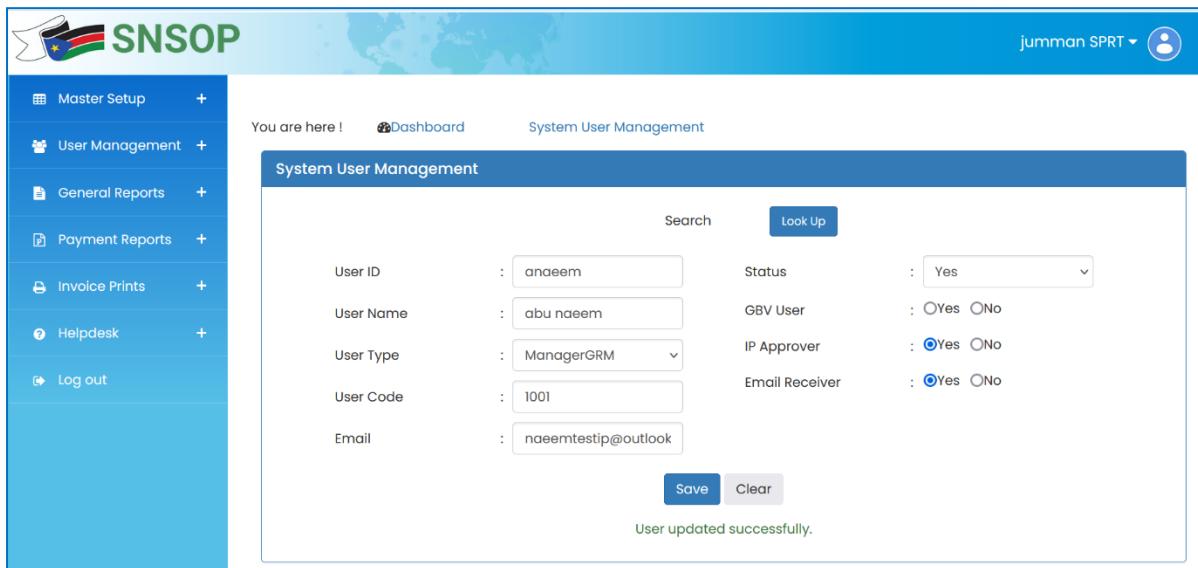
The screenshot shows the 'System User Management' page. The left sidebar has the same navigation menu as the previous screenshot. The main content area has a header 'System User Management' with a search bar and a 'Lookup' button. Below the header is a table with fields for User ID, User Name, User Type, User Code, Status, GBV User, IP Approver, and Email Receiver. Each field has an input field and a dropdown or checkbox. The 'Email' field contains 'naeemtestip@outlook.com'. At the bottom of the form are 'Save' and 'Clear' buttons.

For example, select user type from "User Type" dropdown



The screenshot shows the 'System User Management' form. On the left is a sidebar with navigation links: Master Setup, User Management (selected), General Reports, Payment Reports, Invoice Prints, Helpdesk, and Log out. The main area has tabs for 'Dashboard' and 'System User Management'. The 'System User Management' tab is active. It contains fields for User ID (anaeem), User Name (abu naeem), User Type (ManagerGRM), User Code (1001), Email (naeemtestip@outlook), Status (Yes), GBV User (radio buttons for Yes or No), IP Approver (radio buttons for Yes or No), and Email Receiver (radio buttons for Yes or No). There are 'Search' and 'Look Up' buttons at the top right, and 'Save' and 'Clear' buttons at the bottom right. A 'You are here!' breadcrumb shows the current location as 'Dashboard > System User Management'.

- Click the "Save" button to update the user and wait for the success notification

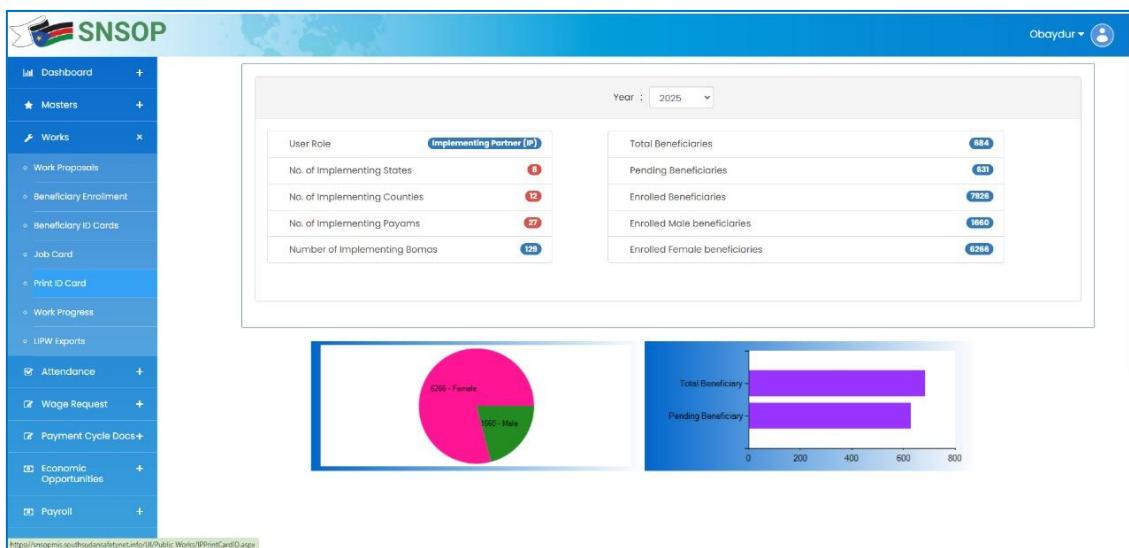


This screenshot is identical to the previous one, showing the 'System User Management' form with the same data entered. However, a green success message 'User updated successfully.' is displayed below the form. The rest of the interface, including the sidebar, tabs, and field values, remains the same.

17. Beneficiary Update

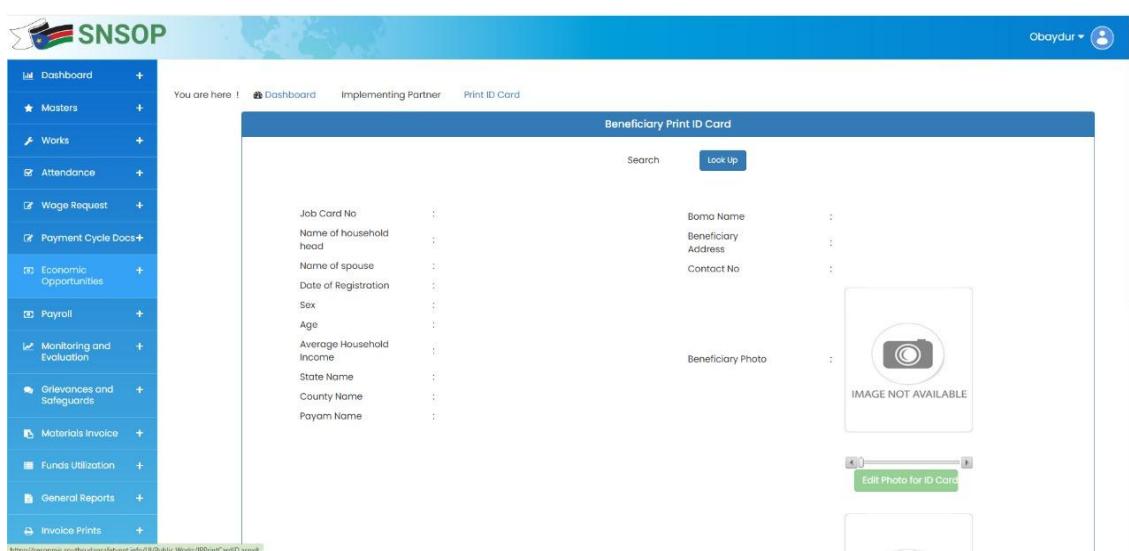
For "Beneficiary Update", follow the steps below:

- Log in as Implementing Partner (IP) by using your IP credentials
- Once logged in, locate the Works Menu
- Under the Works Menu, click on the Print ID Card Submenu



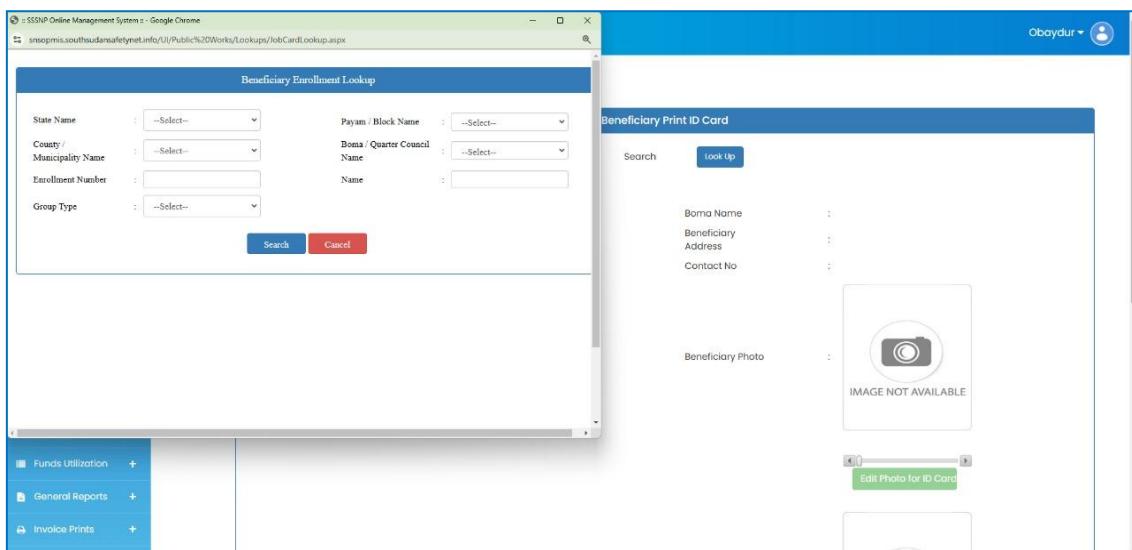
The screenshot shows the SNSOP (South Asian Safety Net) dashboard for an Implementing Partner (IP). The left sidebar includes links for Dashboard, Masters, Works (selected), Work Proposals, Beneficiary Enrollment, Beneficiary ID Cards, Job Card, Print ID Card (selected), Work Progress, LPPW Exports, Attendance, Wage Request, Payment Cycle Docs, Economic Opportunities, and Payroll. The main area displays a summary of beneficiaries: Total Beneficiaries (884), Pending Beneficiaries (631), Enrolled Beneficiaries (7926), Enrolled Male beneficiaries (1660), and Enrolled Female beneficiaries (6266). Below this are two charts: a pie chart showing 6588 - Female and 3412 - Male, and a bar chart comparing Total Beneficiary (approx. 7900) and Pending Beneficiary (approx. 630).

- Click on the "Look Up" button to open the search functionality



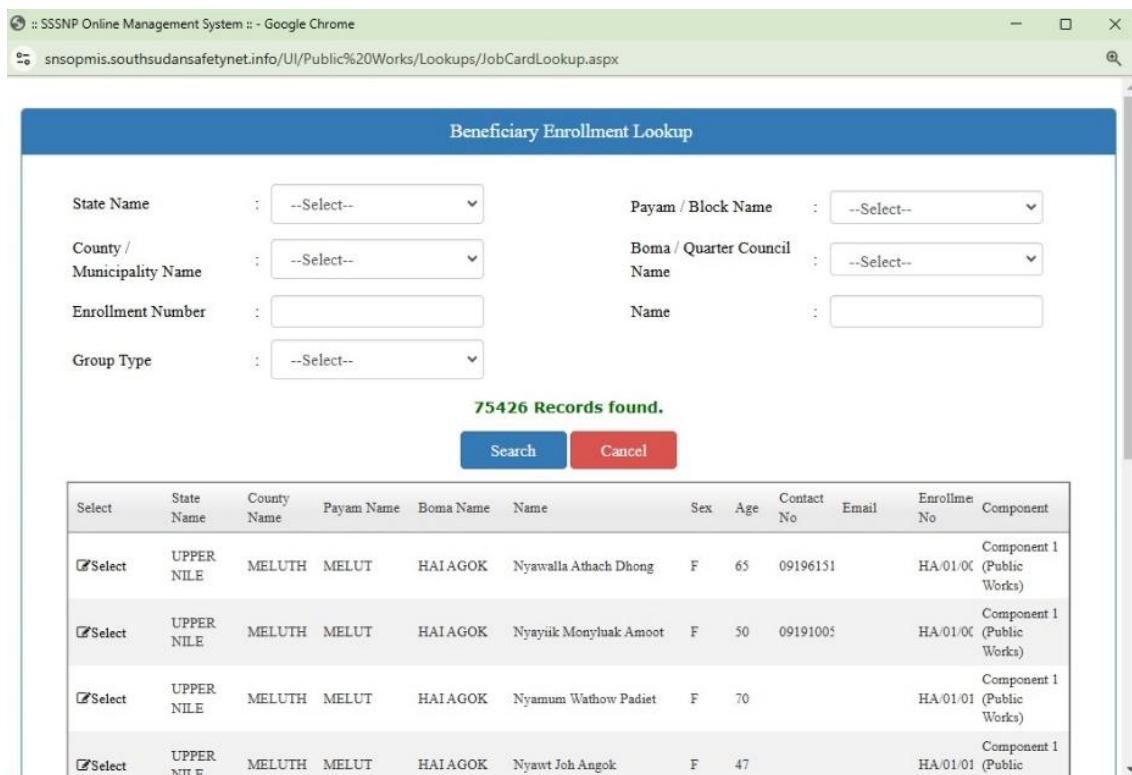
The screenshot shows the "Beneficiary Print ID Card" search interface. The left sidebar is identical to the previous dashboard. The main area has a "Search" input field and a "Look Up" button. It lists various fields for searching: Job Card No, Borno Name, Name of household head, Beneficiary Address, Name of spouse, Date of Registration, Contact No, Sex, Age, Average Household Income, Beneficiary Photo, State Name, County Name, and Payam Name. A placeholder image for the Beneficiary Photo is shown with the text "IMAGE NOT AVAILABLE". Below the photo is a green button labeled "Edit Photo for ID Card".

- Press the "Search" button to retrieve the data of beneficiary



The screenshot shows two windows side-by-side. The left window is titled 'Beneficiary Enrollment Lookup' and contains fields for State Name, County / Municipality Name, Enrollment Number, Group Type, Payam / Block Name, Boma / Quarter Council Name, and Name. It has 'Search' and 'Cancel' buttons. The right window is titled 'Beneficiary Print ID Card' and shows fields for Boma Name, Beneficiary Address, Contact No, and Beneficiary Photo (which says 'IMAGE NOT AVAILABLE'). It also has a 'Search' button, a 'Look Up' button, and an 'Edit Photo for ID Card' button.

- Choose the appropriate Beneficiary from the list by clicking "Select"

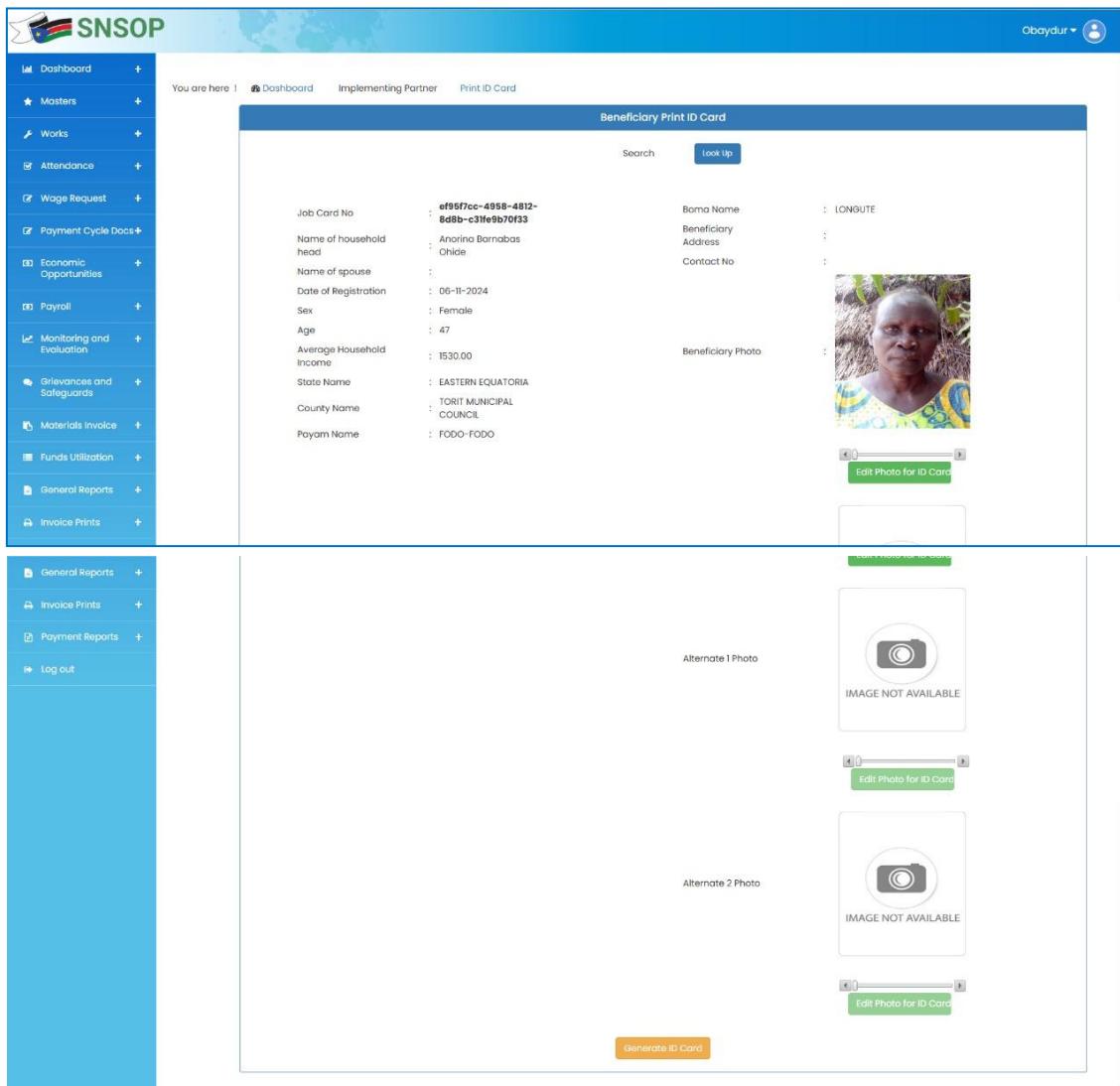


The screenshot shows the 'Beneficiary Enrollment Lookup' results table. The table has columns for Select, State Name, County Name, Payam Name, Boma Name, Name, Sex, Age, Contact No, Email, Enrollment No, and Component. There are 75426 records found. The first four rows of data are shown:

Select	State Name	County Name	Payam Name	Boma Name	Name	Sex	Age	Contact No	Email	Enrollment No	Component
<input checked="" type="checkbox"/>	SELECT	UPPER NILE	MELUTH	MELUT	HAIAGOK	Nyawalla Athach Dhong	F	65	09196151	HA/01/00 (Public Works)	Component 1
<input checked="" type="checkbox"/>	SELECT	UPPER NILE	MELUTH	MELUT	HAIAGOK	Nyasiik Monyuak Amoot	F	50	09191005	HA/01/00 (Public Works)	Component 1
<input checked="" type="checkbox"/>	SELECT	UPPER NILE	MELUTH	MELUT	HAIAGOK	Nyamum Wathow Padiet	F	70		HA/01/01 (Public Works)	Component 1
<input checked="" type="checkbox"/>	SELECT	UPPER NILE	MELUTH	MELUT	HAIAGOK	Nyawt Joh Angok	F	47		HA/01/01 (Public	Component 1

You can see some information of the beneficiary in Beneficiary Print ID Card.

- Generate the ID Card for this beneficiary by clicking the "Generate ID Card" button

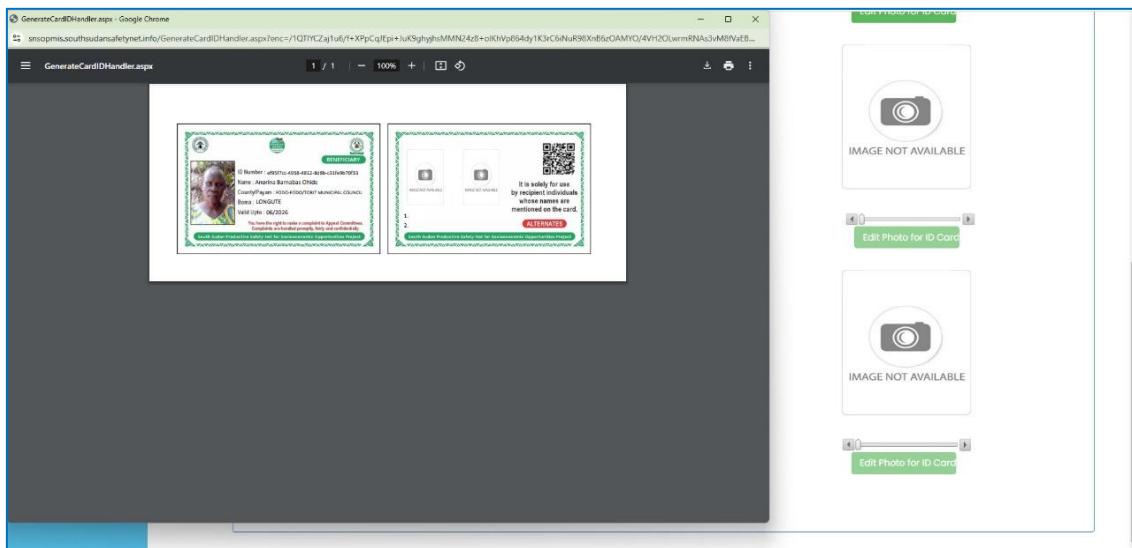


The screenshot shows the SNSOP Beneficiary Print ID Card page. The left sidebar contains a navigation menu with various modules like Dashboard, Masters, Works, Attendance, Wage Request, Payment Cycle Docs, Economic Opportunities, Payroll, Monitoring and Evaluation, Grievances and Safeguards, Materials Invoice, Funds Utilization, General Reports, and Invoice Prints. The main content area displays beneficiary details:

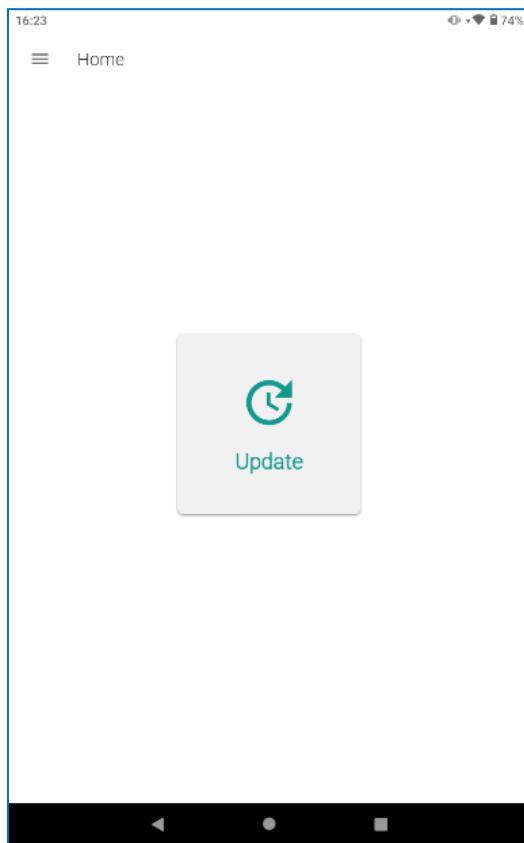
	:		:		
Job Card No	:	ef95f7cc-4958-4812-8dbb-c3fe9b70f33	Boma Name	:	LONGUTE
Name of household head	:	Anorino Barnabas Ochile	Beneficiary Address	:	
Name of spouse	:		Contact No	:	
Date of Registration	:	06-11-2024	Beneficiary Photo	:	
Sex	:	Female			Edit Photo for ID Card
Age	:	47			
Average Household Income	:	1530.00			
State Name	:	EASTERN EQUATORIA			
County Name	:	TORIT MUNICIPAL COUNCIL			
Payam Name	:	FODO-FODO			

Below the beneficiary details, there are sections for Alternate 1 Photo and Alternate 2 Photo, each showing a camera icon and the text "IMAGE NOT AVAILABLE". Below these sections is a green "Generate ID Card" button.

- For beneficiary update, From the scanner of the Hand Device, the QR code of the ID card on the screen should be scanned



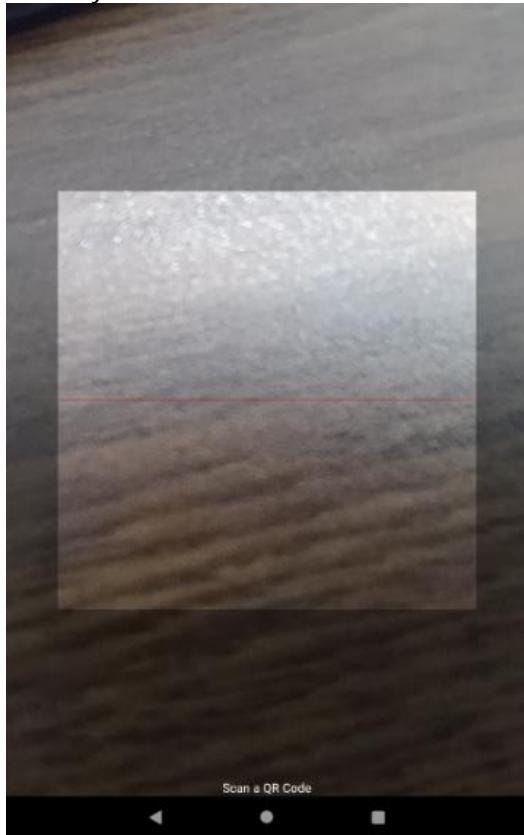
To scan the QR code,
Enter the tool app and Tap on the "Update" button



Tap the plus icon to scan the QR code



- From the Hand Device, you need to scan the QR code of the Screen



DIRECTION:

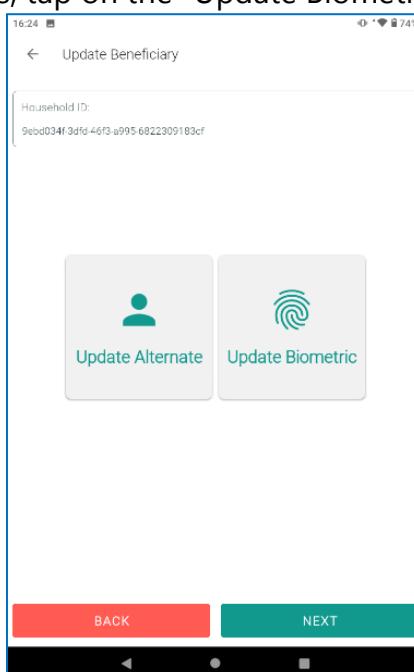
- If you want to “update Alternate”, tap on the “Update Alternate” button
- If you want to “update Biometric”, tap on the “Update Biometric” button

17.1. Update Biometric

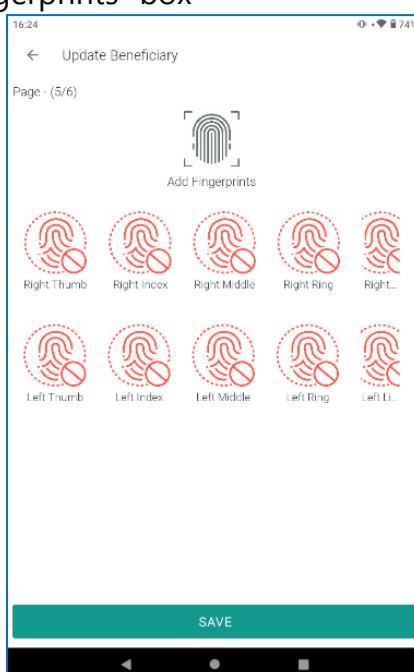
NOTE: In case of beneficiary Biometric update, only fingerprint can be updated

For “Update Biometric”, follow the steps below:

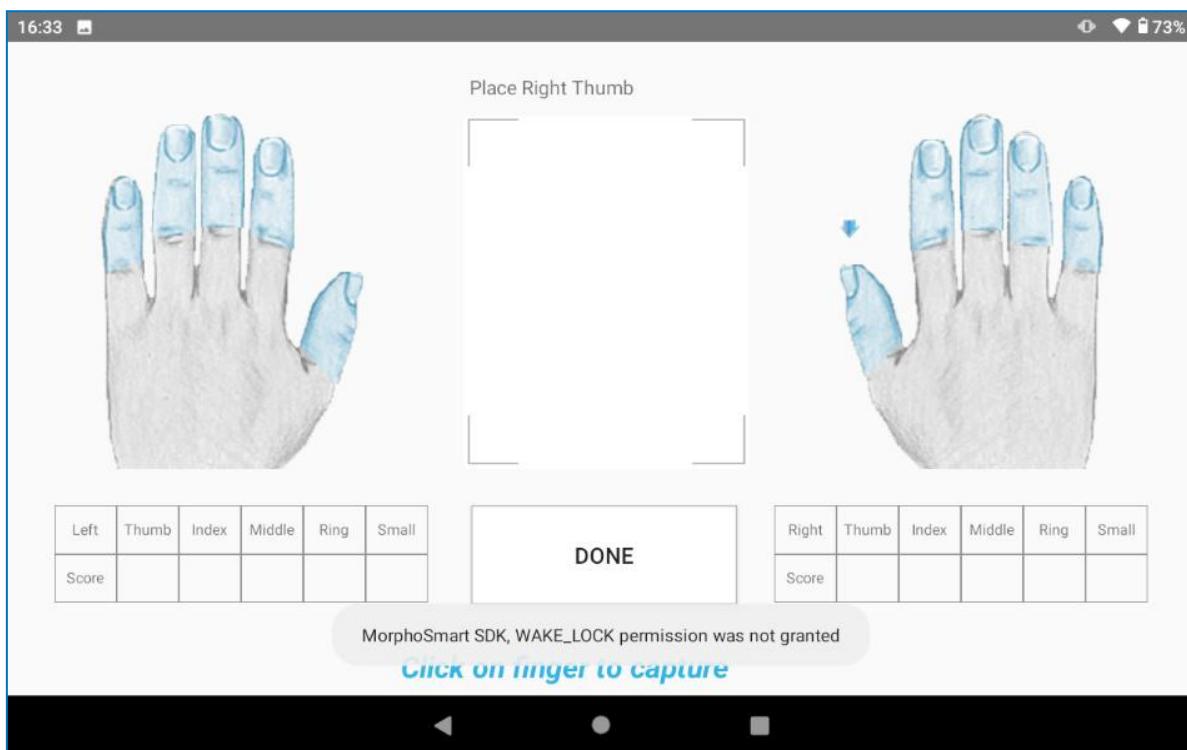
- To update biometrics, tap on the “Update Biometric” button



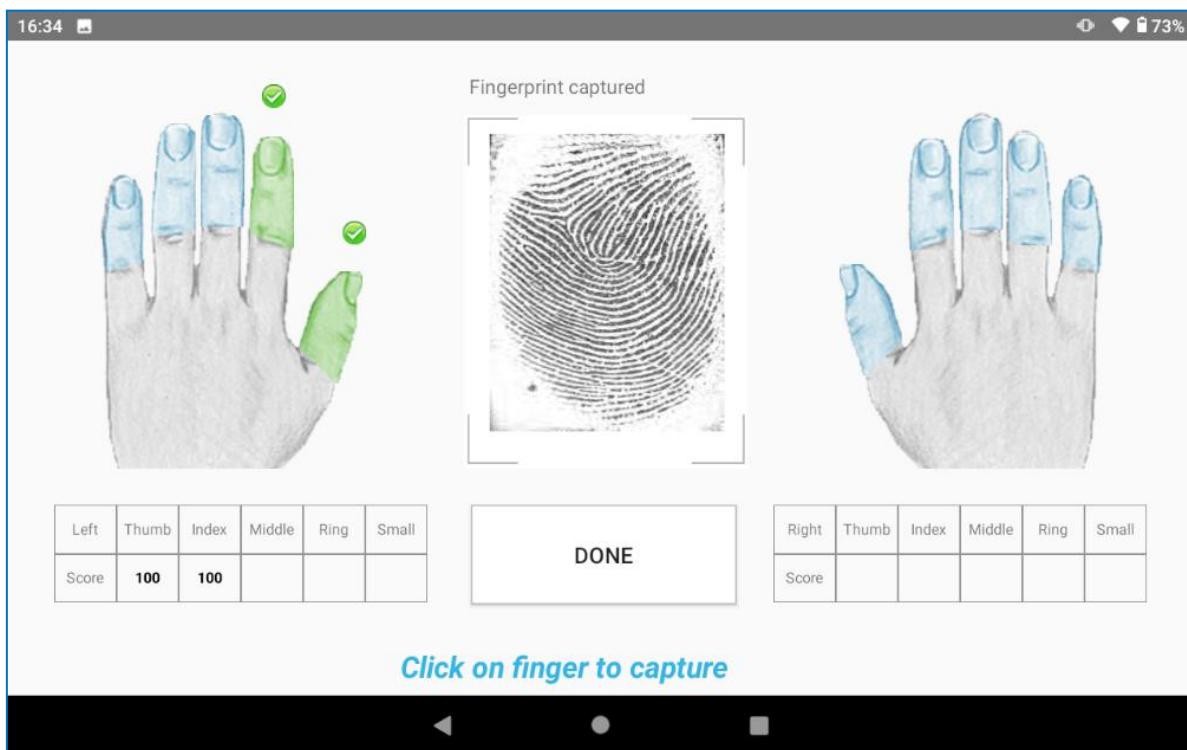
- Tap on the “Add Fingerprints” box



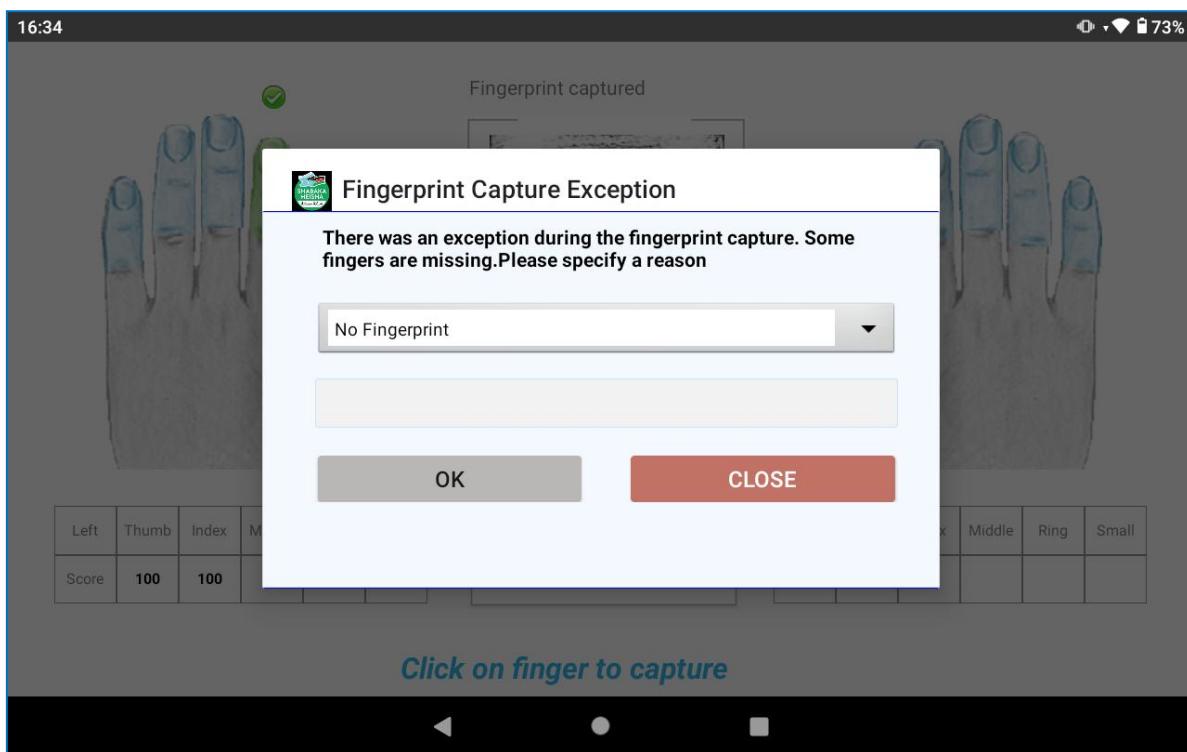
- Click on Finger to Capture Fingerprint



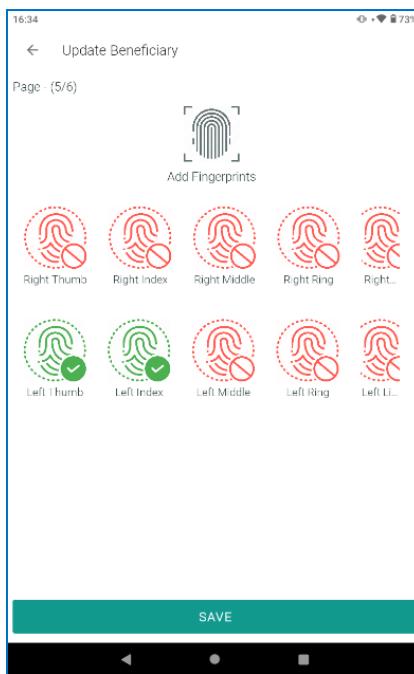
- Provide fingerprints one by one
- Tap on Done



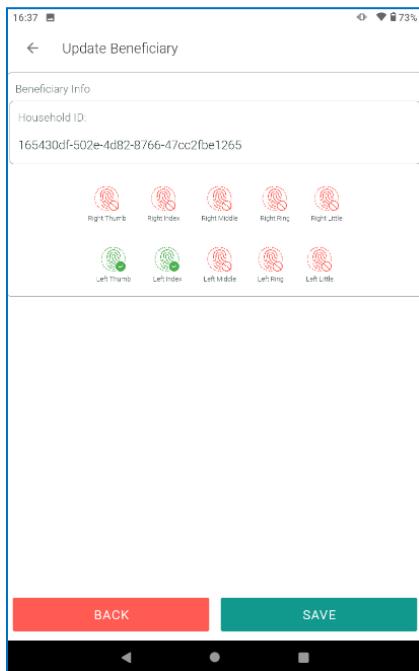
- Tap on Ok



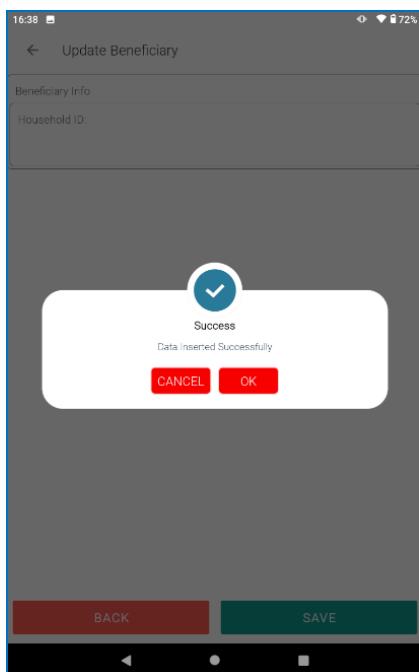
- Tap on "Save" button



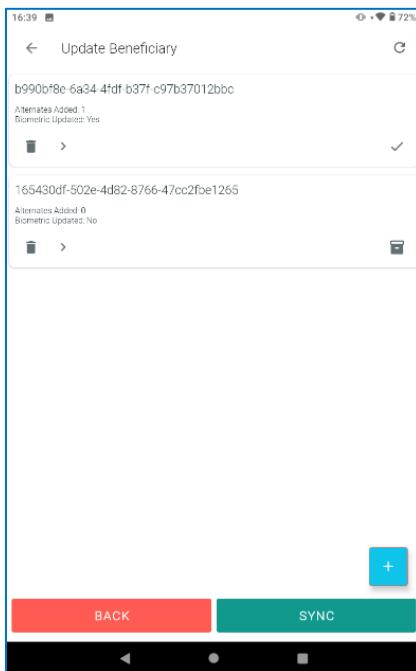
- Tap on “Save” button



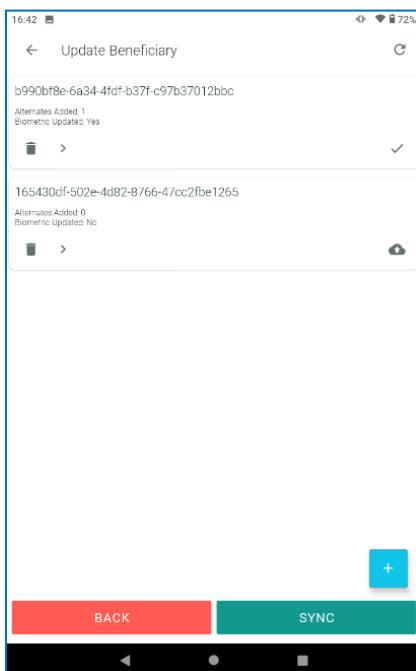
- Tap OK after the successful message appears



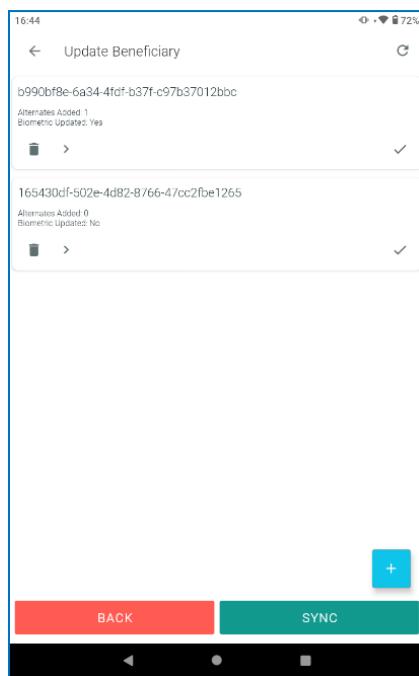
- To sync data for Single Beneficiary, Tap Arrow icon from the list
- To sync data for All Beneficiary, Tap “SYNC” button



- Tap on the “Refresh” button to check whether the data has been stored



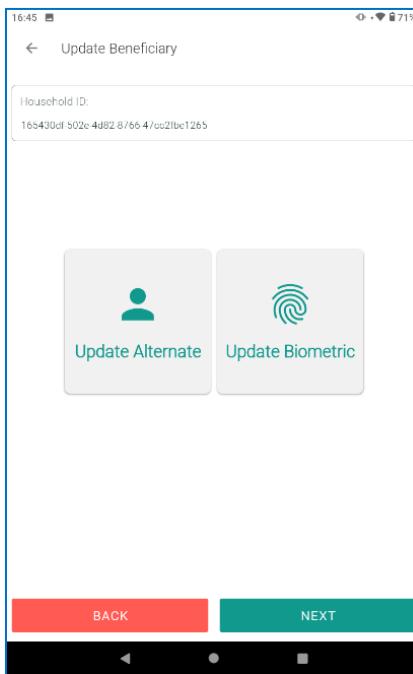
- After refreshing the data will store successfully and show a check mark



17.2 Update Alternate

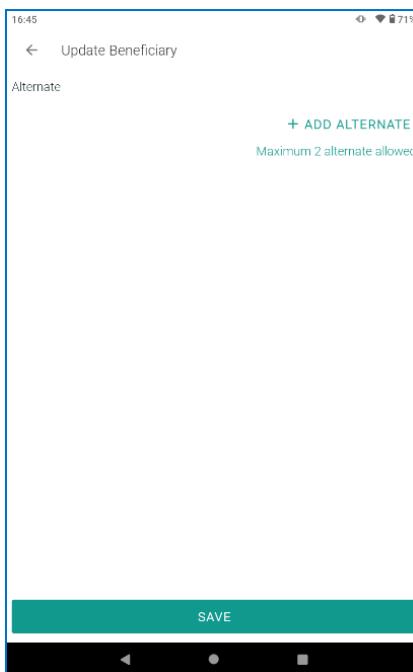
For "Update Alternate", follow the steps below:

- To update Alternate (**CREATE**), tap on the "Update Alternate" button



- To create a new Alternate tap on "+ Add Alternate"

NOTE: Maximum 2 alternates can be added



- Fill up the Alternate Registration page fields with necessary information
- Give the household name, the name of Alternate, age, Alternate Relationship, Gender etc.

16:48 ◀ Alternate Registration
Page - (1/3)

Household Name
No Name is needed here

Alternate First Name
jummam

Alternate Middle Name
naeem

Alternate Last Name
ibne

Alternate Nick Name
Min 3 char

Age
30

Do you have an ID?
 Yes No

Phone Number

NEXT

- Tap on the Next button

16:48 ◀ Alternate Registration
Page - (1/3)

Household Name
ibne

Alternate Last Name
ibne

Alternate Nick Name
Min 3 char

Age
30

Do you have an ID?
 Yes No

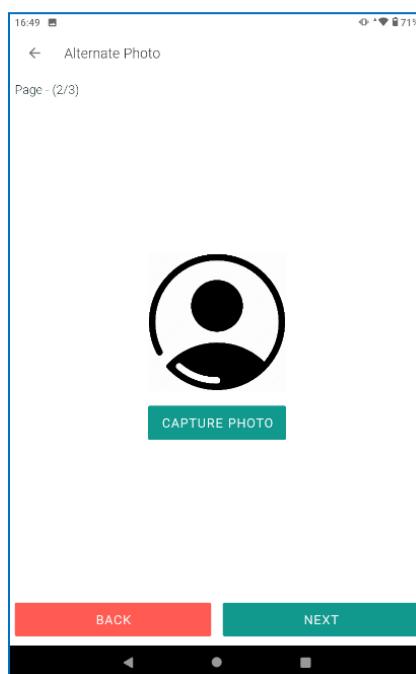
Phone Number

Select Alternate Relationship
Parent in law

Alternate's Gender
Male

NEXT

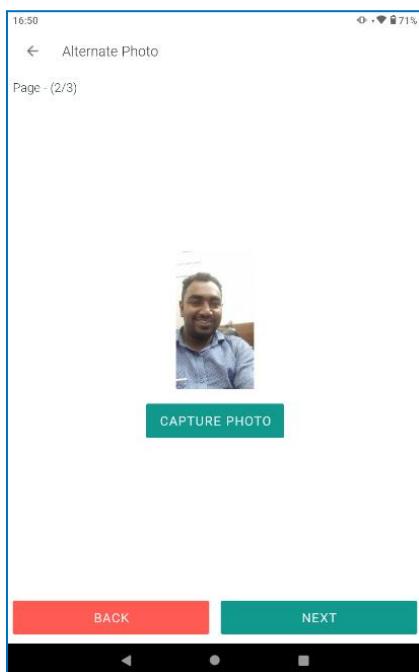
- Tap on Capture Photo to take a picture of the alternate person



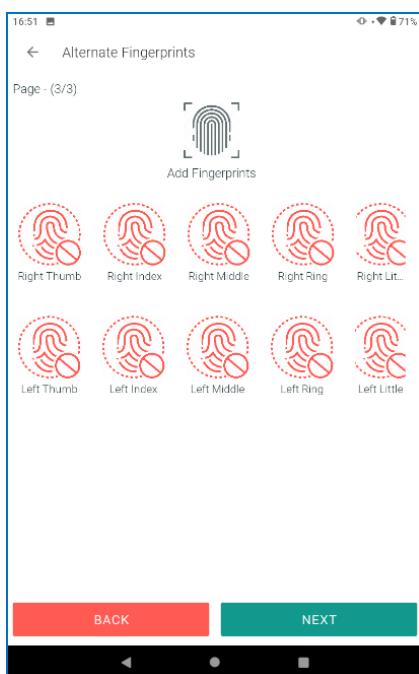
- Tap on the Check Mark to confirm the photo



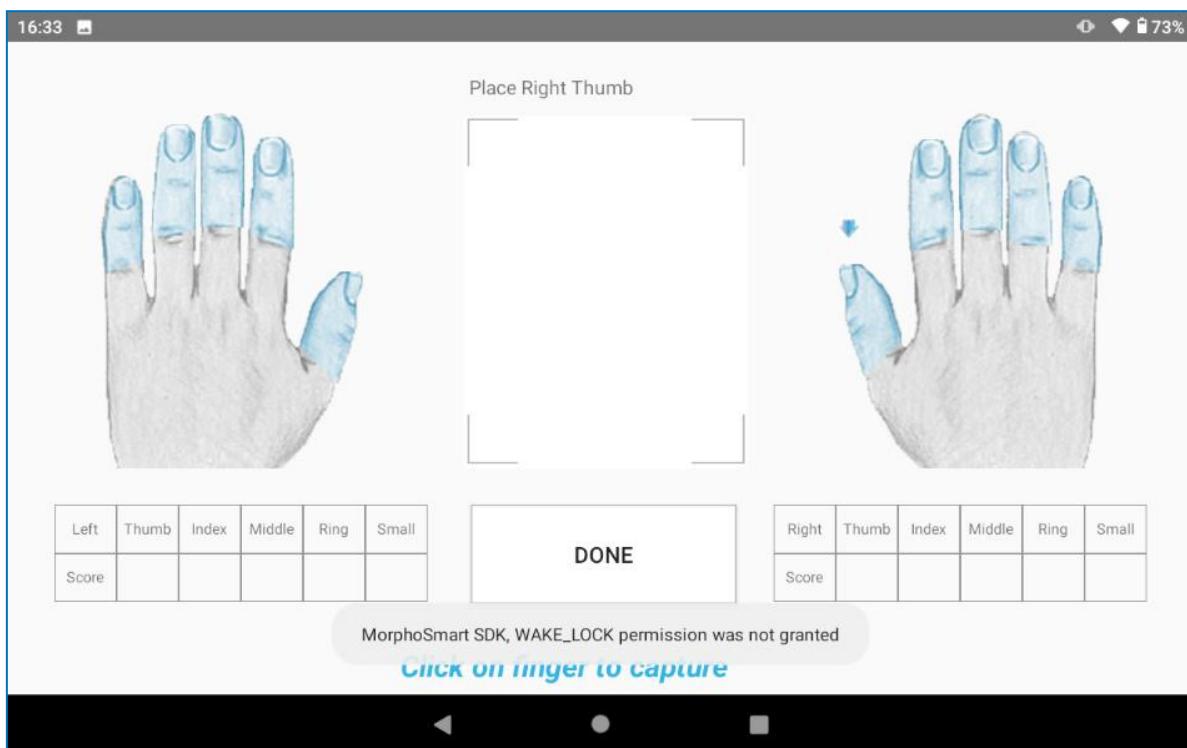
- Tap on the Next button



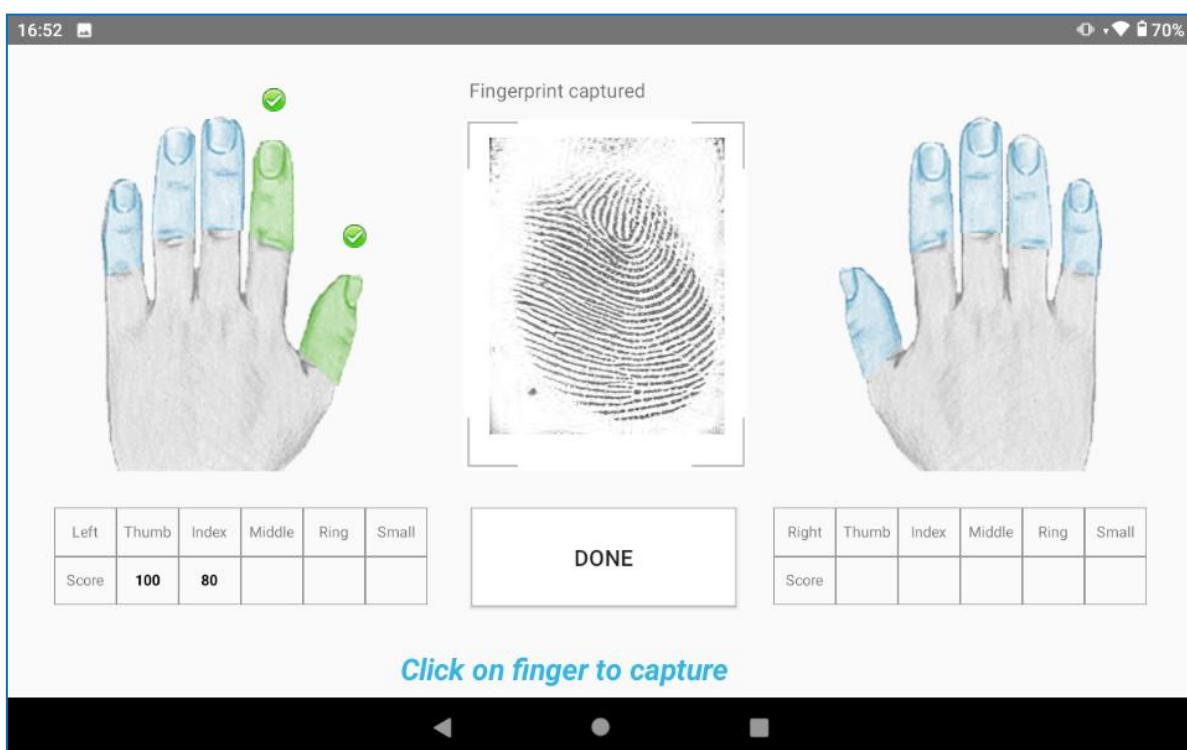
- Tap on the "Add Fingerprints" box



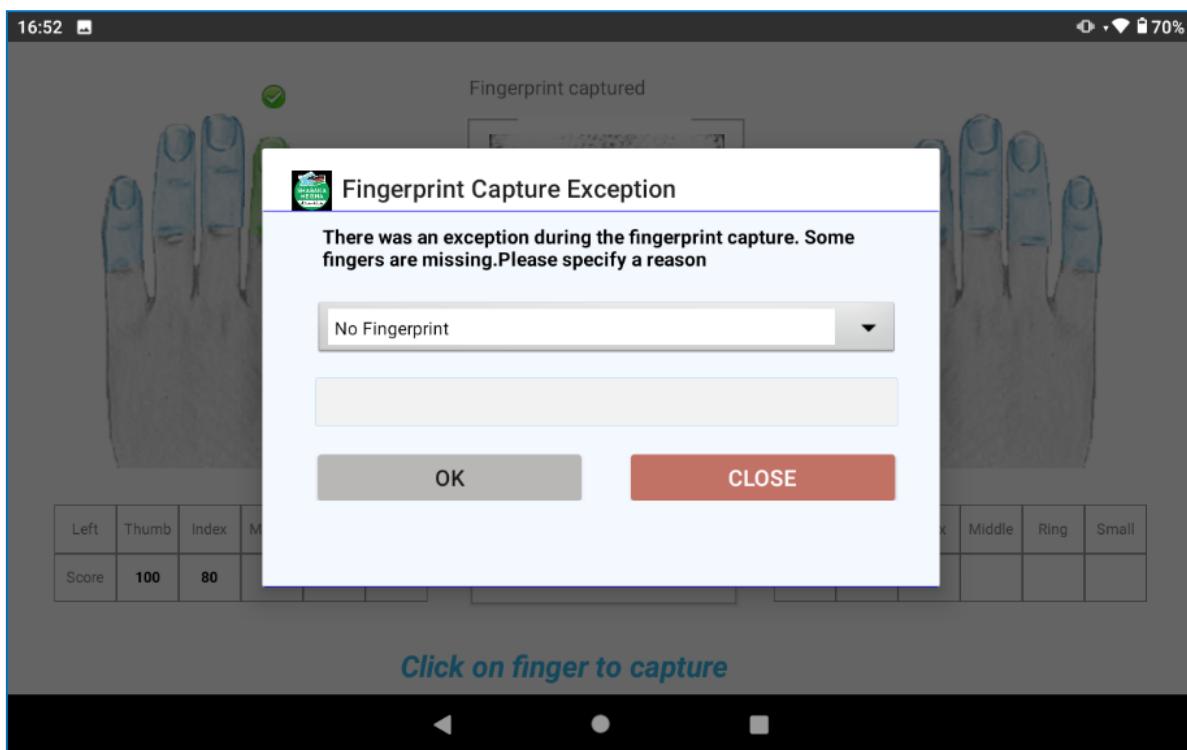
- Click on Finger to Capture Fingerprint



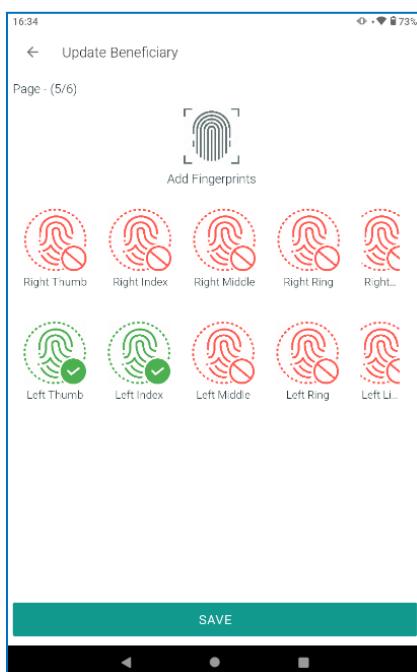
- Provide fingerprints one by one
- Tap on Done



- Tap on Ok



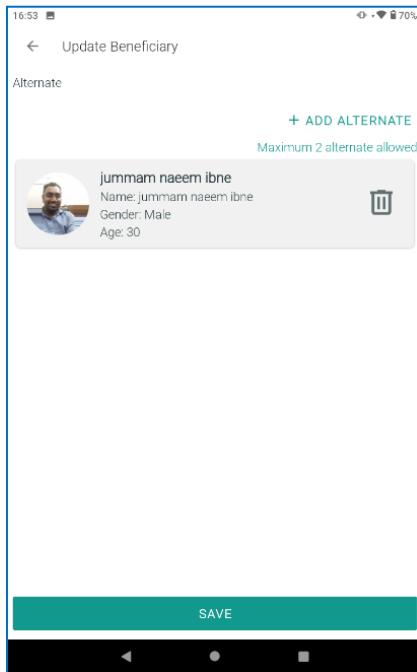
- Tap on Save Button



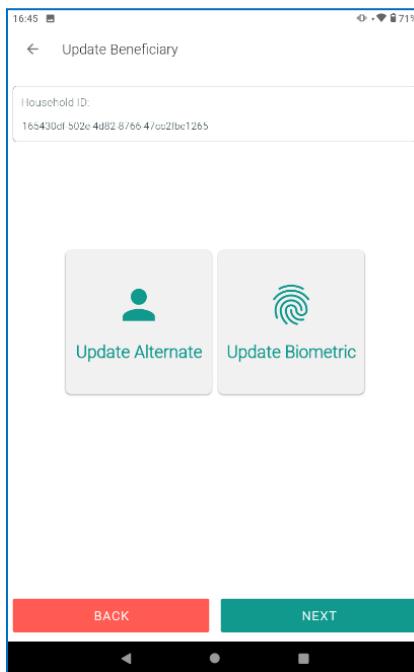
- Tap on Add This



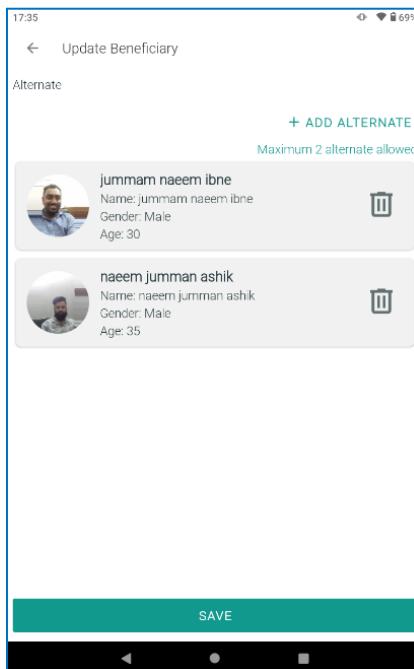
- Tap on the Save button



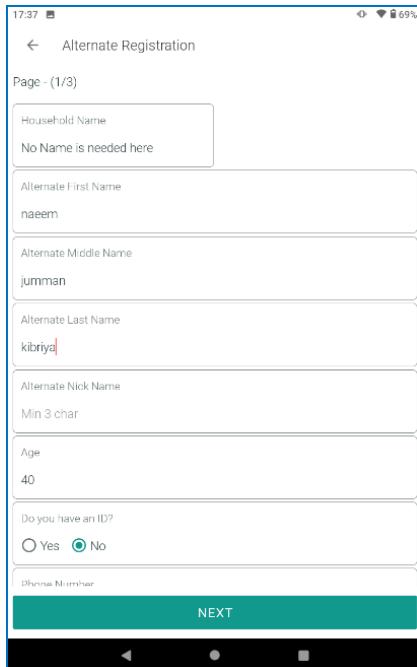
- To update Alternate (**EDIT**), tap on the "Update Alternate" button



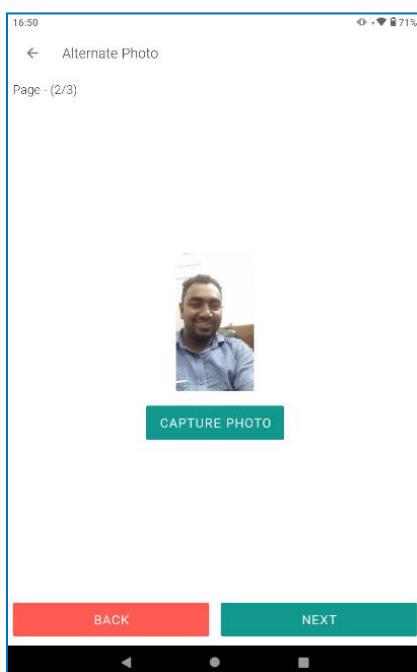
- Tap on the alternate you want to Update/Edit from the list



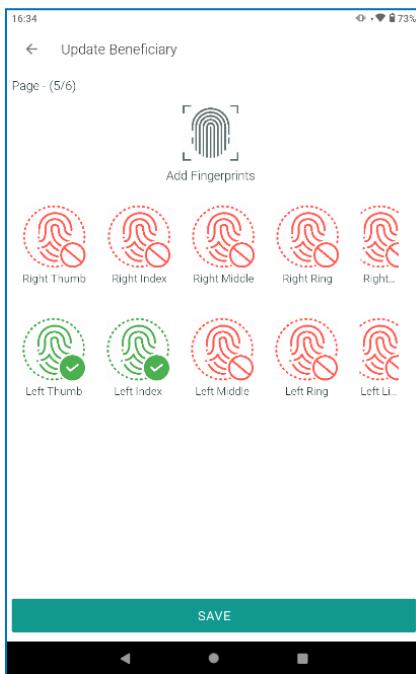
- Update the Alternate Registration page fields with necessary information
- Update the household name, the name of Alternate, age, Alternate Relationship, Gender etc.
- Tap on the next button



- Capture Photo if needed



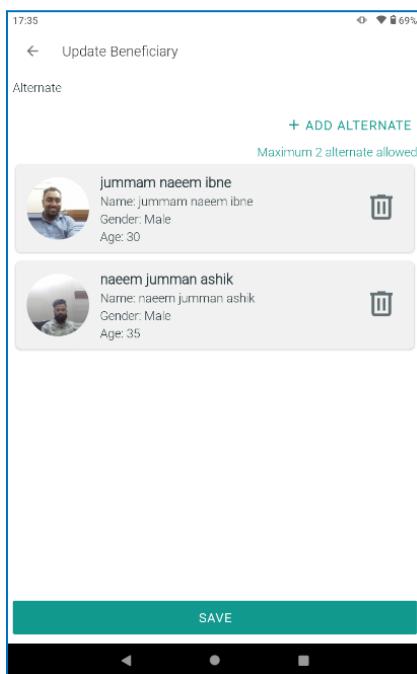
- Capture Fingerprint if needed



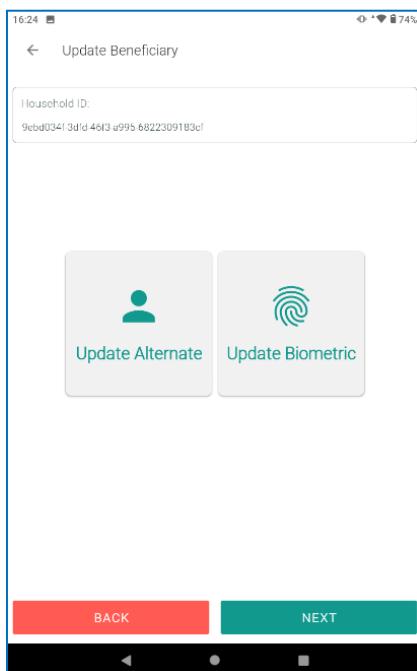
- Tap on the Add This button



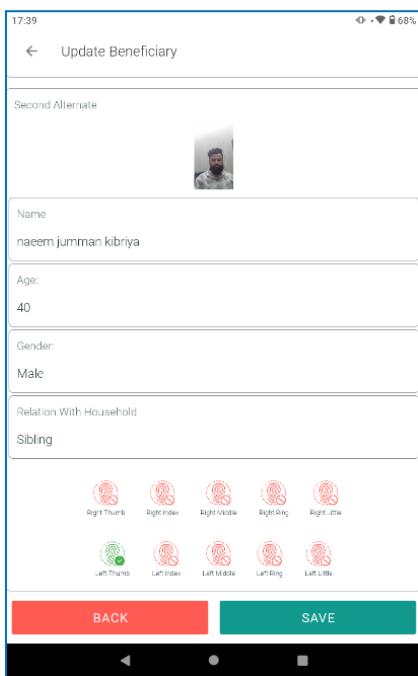
- Tap on Save button



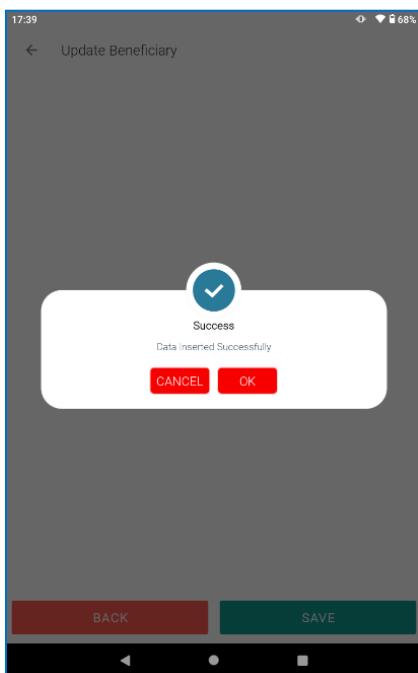
- Tap on the Next button



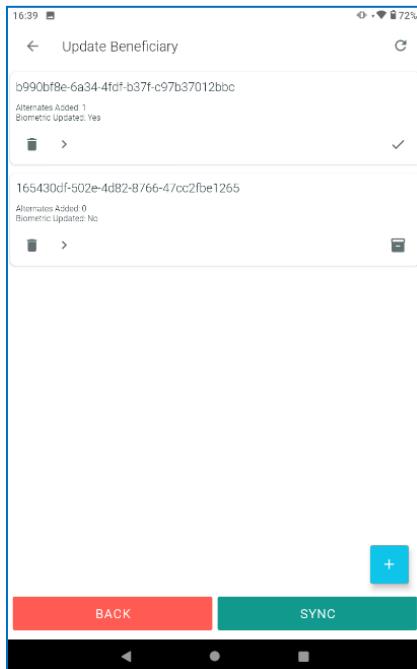
- Tap on Save button



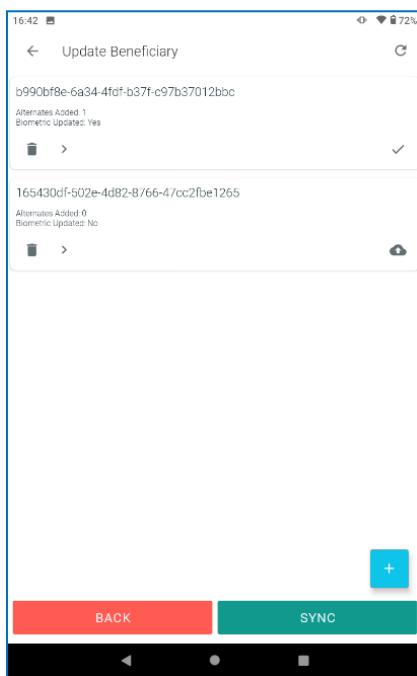
- Tap OK after the successful message appears



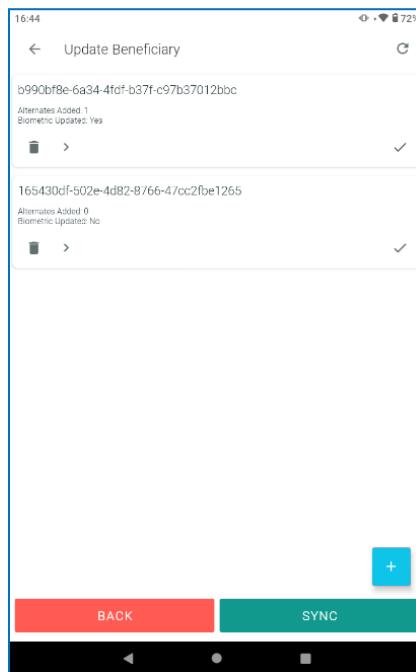
- To sync data for Single Beneficiary, Tap Arrow icon from the list
- To sync data for All Beneficiary, Tap Sync button



- Tap on the refresh button to check whether the data has been stored



- After refreshing the data will store successfully and show a check mark



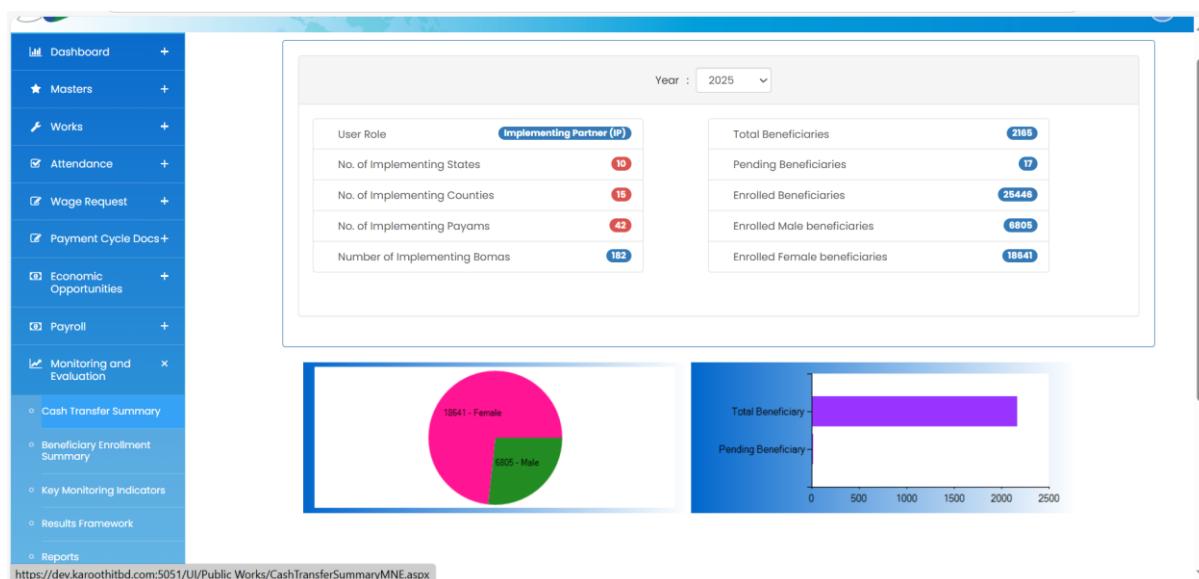
18. Monitoring and Evaluation

An Implementing Partner (IP) has the ability to access the Monitoring and Evaluation (M&E) module. IP can track, analyze, and report on program performance and outcomes. It ensures accountability, transparency, and evidence-based decision-making.

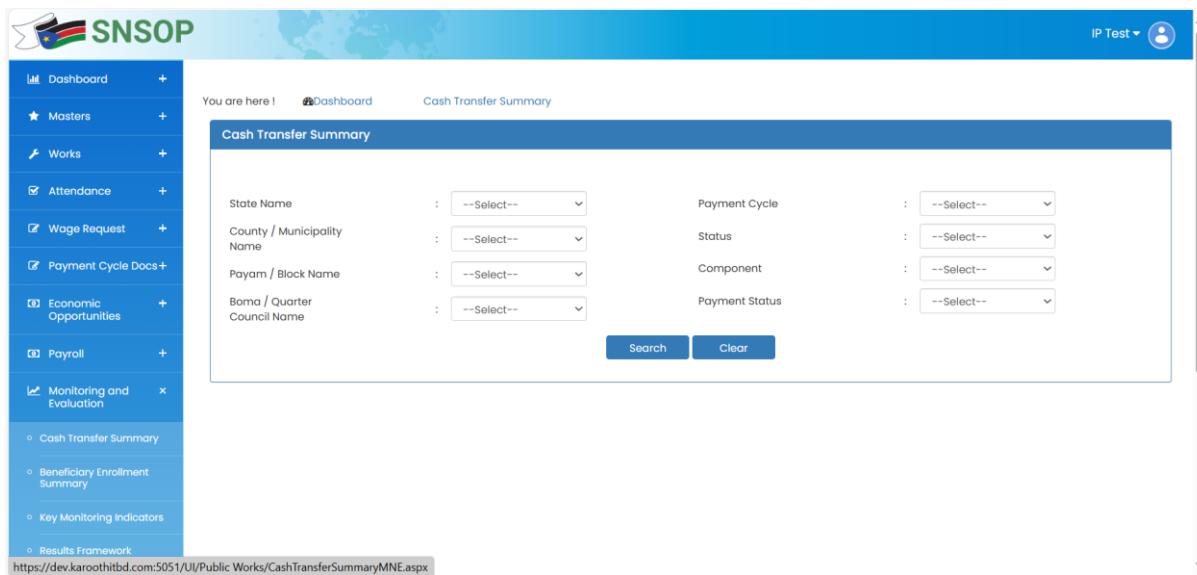
18.1. Cash Transfer Summary

For "Cash Transfer Summary", follow the steps below:

- Log in as Implementing Partner (IP) by using your IP credentials
- Once logged in, locate the Monitoring and Evaluation Menu
- Under the Monitoring and Evaluation Menu, click on the Cash Transfer Summary Submenu



- Select State name, County /Municipality name, Payam /Block name, Boma /Quarter Council name, Payment Cycle, Status, Component, Payment Status from the dropdown of the search functionality. Cash Transfer Summary can also be retrieved by searching by specific information from the search criteria
- Press the Search button to retrieve the relevant data



You are here ! Dashboard Cash Transfer Summary

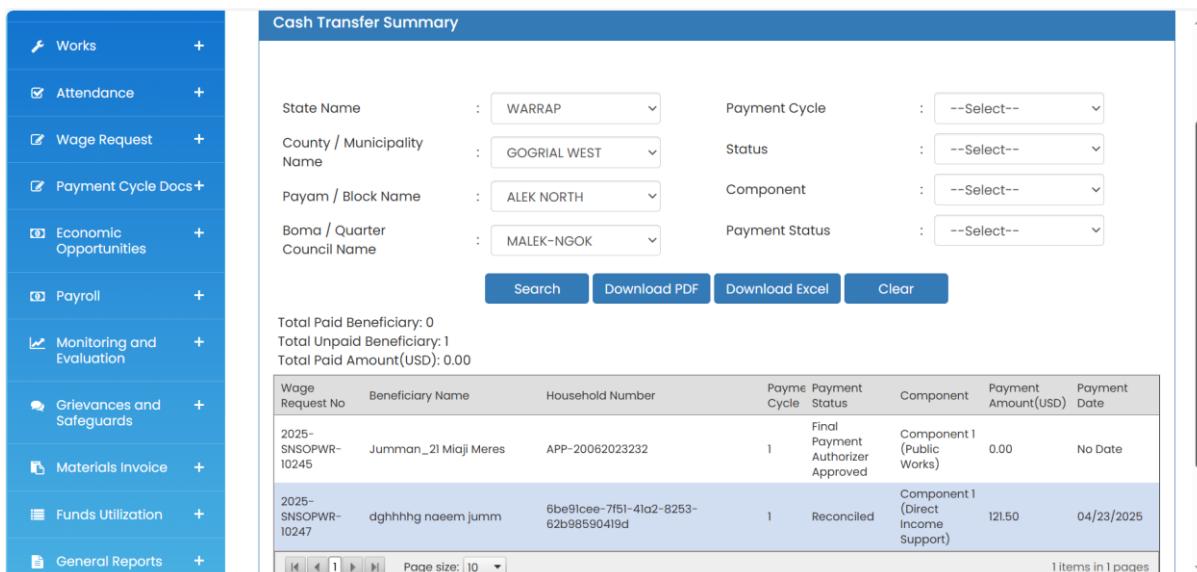
Cash Transfer Summary

State Name :	--Select--	Payment Cycle :	--Select--
County / Municipality Name :	--Select--	Status :	--Select--
Payam / Block Name :	--Select--	Component :	--Select--
Boma / Quarter Council Name :	--Select--	Payment Status :	--Select--

Search **Clear**

<https://dev.karoothitbd.com:5051/UI/Public Works/CashTransferSummaryMNE.aspx>

- IP can download the Cash Transfer Summary by clicking on the Download PDF or Download Excel button from the search result list



Cash Transfer Summary

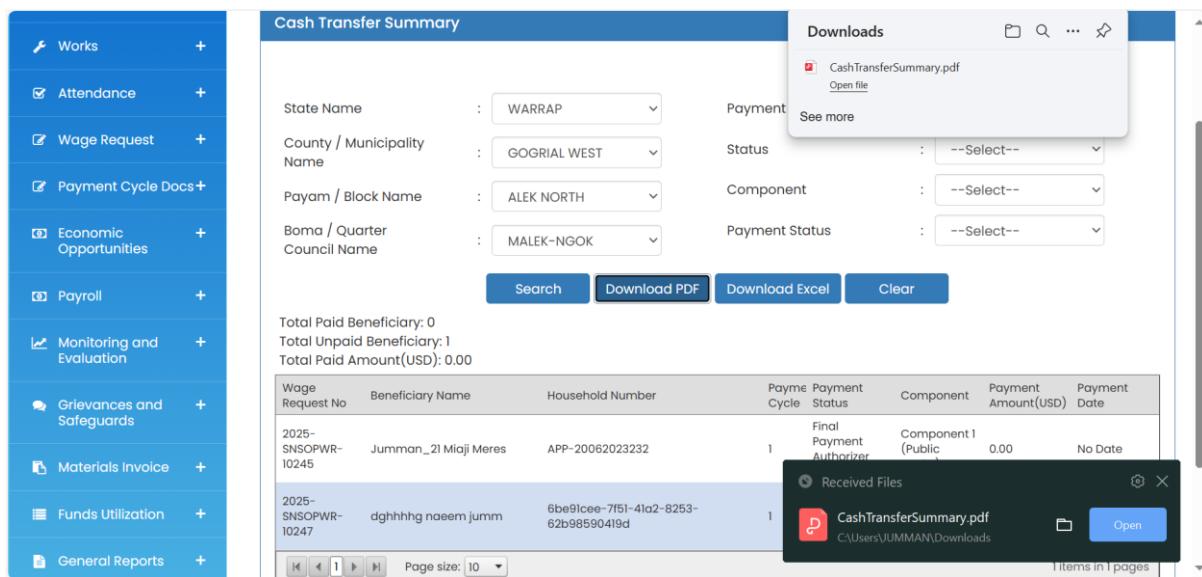
State Name :	WARRAP	Payment Cycle :	--Select--
County / Municipality Name :	GOGRIAL WEST	Status :	--Select--
Payam / Block Name :	ALEK NORTH	Component :	--Select--
Boma / Quarter Council Name :	MALEK-NGOK	Payment Status :	--Select--

Total Paid Beneficiary: 0
Total Unpaid Beneficiary: 1
Total Paid Amount(USD): 0.00

Wage Request No	Beneficiary Name	Household Number	Payment Cycle	Payment Status	Component	Payment Amount(USD)	Payment Date
2025-SNSOPWR-10245	Jumman_21 Mlaji Meres	APP-20062023232	1	Final Payment Authorizer Approved	Component 1 (Public Works)	0.00	No Date
2025-SNSOPWR-10247	dghhhhg naeem jumm	6be91cee-7f51-41d2-8253-62b98590419d	1	Reconciled	Component 1 (Direct Income Support)	121.50	04/23/2025

Page size: 10 | 1 items in 1 pages

NOTE: The Cash Transfer Summary can be downloaded in PDF /Excel format from here.

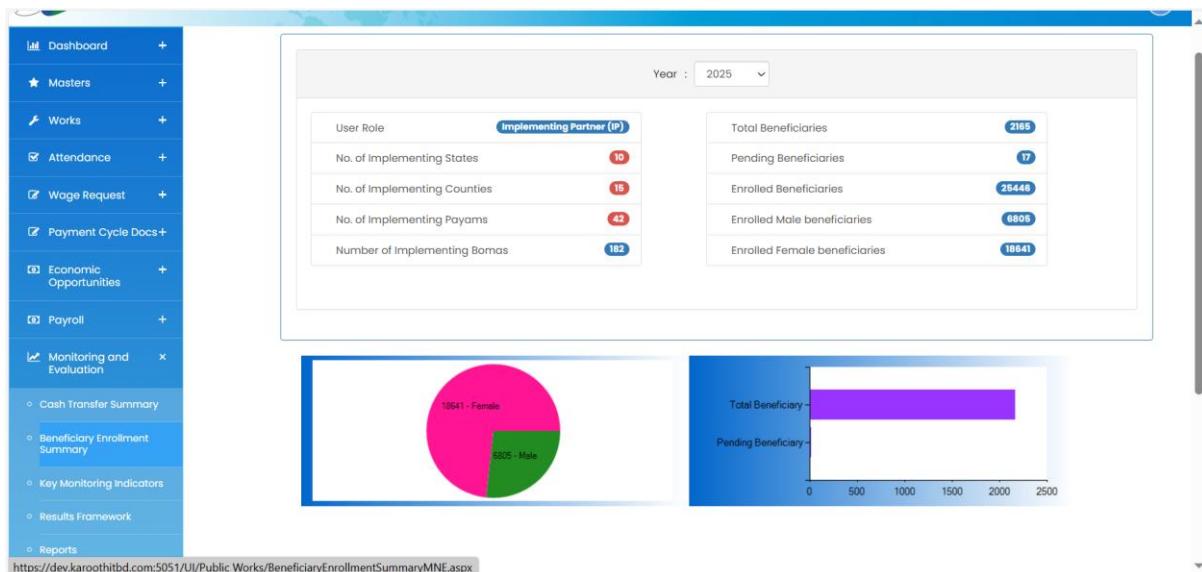


The screenshot shows the 'Cash Transfer Summary' page. On the left is a sidebar with various menu items. The main area has search filters for State Name (WARRAP), County / Municipality Name (GOGRIAL WEST), Payam / Block Name (ALEK NORTH), and Boma / Quarter Council Name (MALEK-NGOK). Below the filters are buttons for 'Search', 'Download PDF', 'Download Excel', and 'Clear'. A message at the bottom says 'Total Paid Beneficiary: 0', 'Total Unpaid Beneficiary: 1', and 'Total Paid Amount(USD): 0.00'. A table lists one record: Jumman_21 Majhi Meres, APP-202602023232, with a final payment amount of 0.00 and no date. A download dialog box is open, showing a file named 'CashTransferSummary.pdf' located at C:\Users\JUMMAN\Downloads, with an 'Open' button highlighted.

18.2. Beneficiary Enrollment Summary

For "Beneficiary Enrollment Summary", follow the steps below:

- Log in as Implementing Partner (IP) by using your IP credentials
- Once logged in, locate the Monitoring and Evaluation Menu
- Under the Monitoring and Evaluation Menu, click on the Beneficiary Enrollment Summary Submenu



The screenshot shows the 'Beneficiary Enrollment Summary' dashboard. The sidebar includes 'Dashboard', 'Masters', 'Works', 'Attendance', 'Wage Request', 'Payment Cycle Docs', 'Economic Opportunities', 'Payroll', 'Monitoring and Evaluation' (selected), 'Cash Transfer Summary', 'Beneficiary Enrollment Summary' (selected), 'Key Monitoring Indicators', 'Results Framework', and 'Reports'. The main area has a summary table for the year 2025 with the following data:

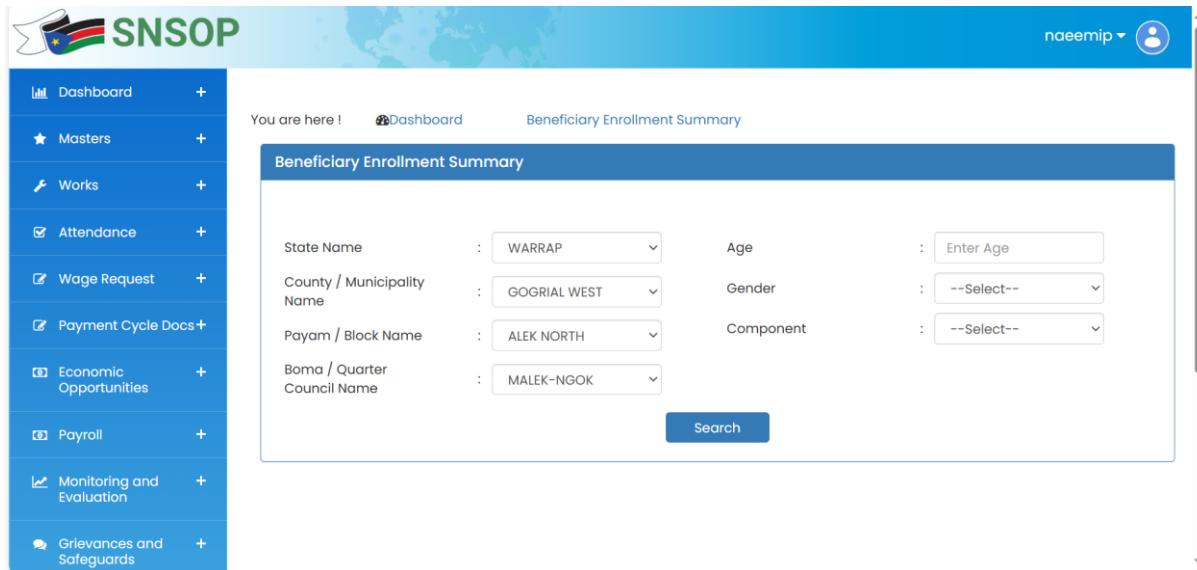
User Role	Implementing Partner (IP)
No. of Implementing States	10
No. of Implementing Counties	16
No. of Implementing Payams	42
Number of Implementing Bomas	182

On the right, there are four statistics boxes:

- Total Beneficiaries: 2165
- Pending Beneficiaries: 17
- Enrolled Beneficiaries: 26448
- Enrolled Male beneficiaries: 6805
- Enrolled Female beneficiaries: 18641

Below the summary table is a pie chart showing the distribution of beneficiaries by gender: 18641 - Female and 6805 - Male. To the right is a bar chart titled 'Total Beneficiary' and 'Pending Beneficiary' with values 2165 and 17 respectively.

- Select State name, County /Municipality name, Payam /Block name, Boma /Quarter /Council name, Age, Gender Component from the dropdown of the search functionality. Beneficiary Enrollment Summary can also be retrieved by searching by specific information from the search criteria.
- Press the Search button to retrieve the relevant data



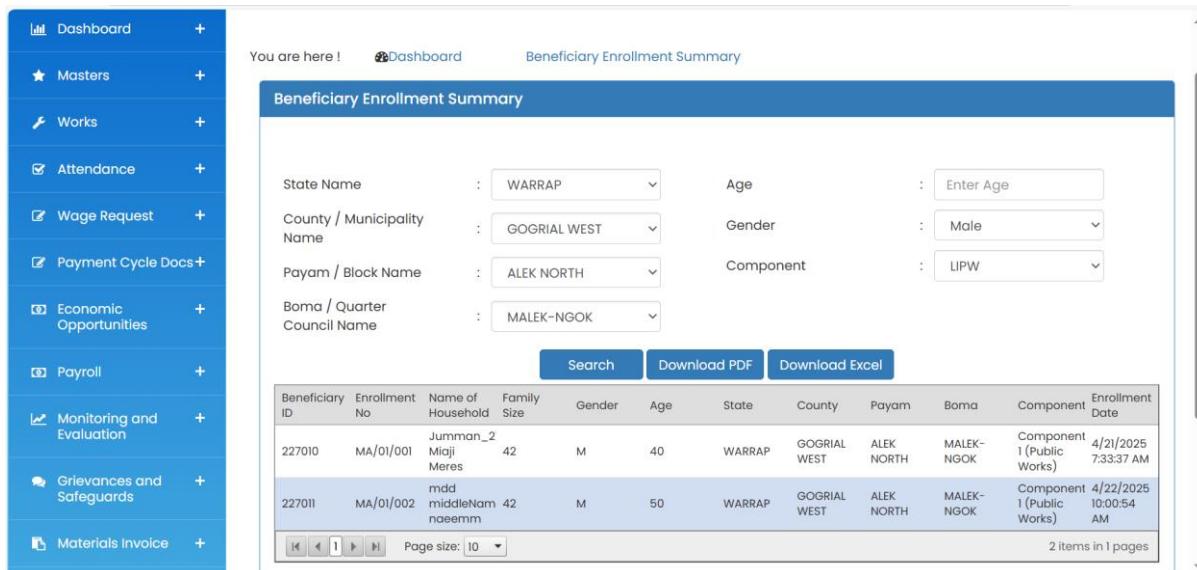
You are here ! [Dashboard](#) [Beneficiary Enrollment Summary](#)

Beneficiary Enrollment Summary

State Name	:	WARRAP	Age	:	Enter Age
County / Municipality Name	:	GOGRIAL WEST	Gender	:	--Select--
Payam / Block Name	:	ALEK NORTH	Component	:	--Select--
Boma / Quarter Council Name	:	MALEK-NGOK			

Search

- IP can download the Cash Transfer Summery by clicking on the Download PDF or Download Excel button from the search result list



You are here ! [Dashboard](#) [Beneficiary Enrollment Summary](#)

Beneficiary Enrollment Summary

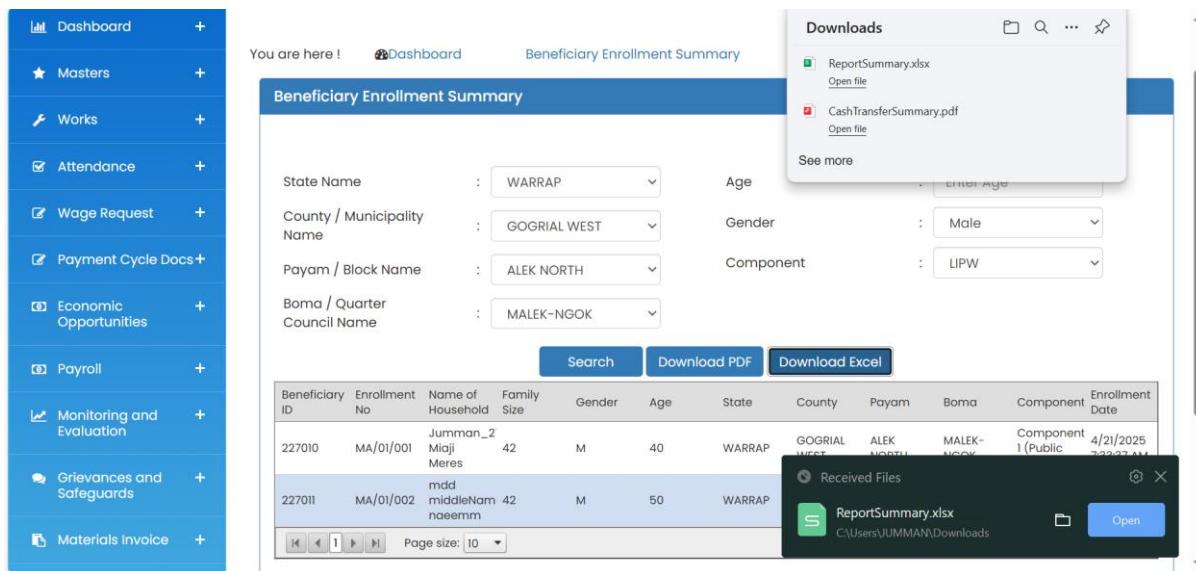
Beneficiary ID	Enrollment No	Name of Household	Family Size	Gender	Age	State	County	Payam	Boma	Component	Enrollment Date
227010	MA/01/001	Jumman_2 Mijoi Meres	42	M	40	WARRAP	GOGRIAL WEST	ALEK NORTH	MALEK-NGOK	Component 1 (Public Works)	4/21/2025 7:33:37 AM
227011	MA/01/002	mdd middleNam noemann	42	M	50	WARRAP	GOGRIAL WEST	ALEK NORTH	MALEK-NGOK	Component 1 (Public Works)	4/22/2025 10:00:54 AM

Search Download PDF Download Excel

Page size: 10

2 items in 1 pages

NOTE: The Beneficiary Enrollment Summary can be downloaded in PDF /Excel format from here.



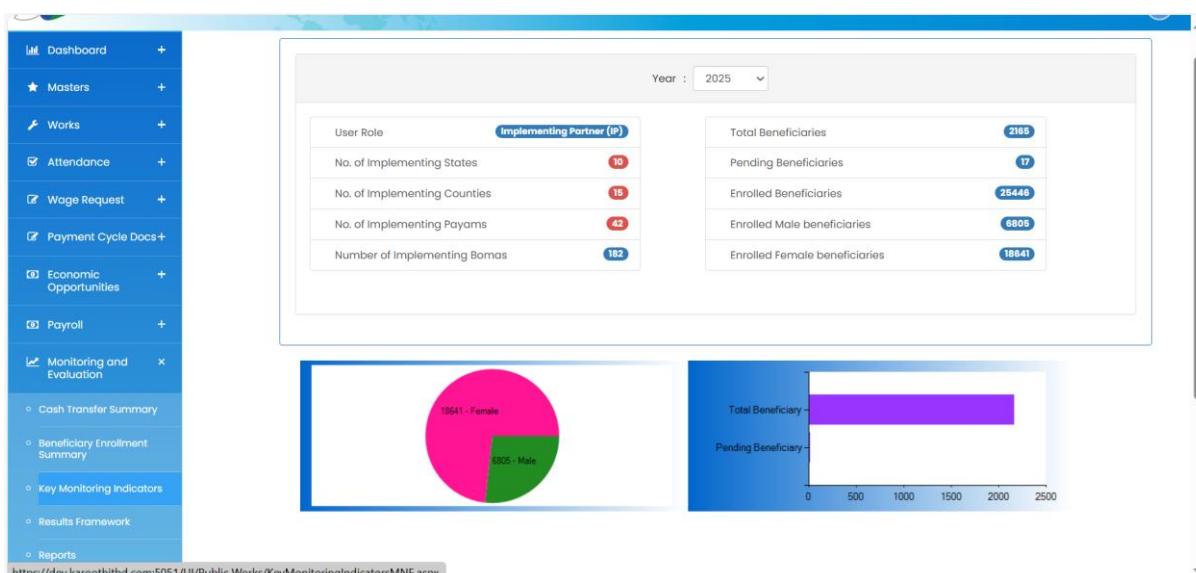
The screenshot shows the 'Beneficiary Enrollment Summary' page. On the left is a sidebar menu with various modules like Masters, Works, Attendance, Wage Request, etc. The main area has search filters for State Name (WARRAP), Age, Gender (Male), Component (LIPW), and other parameters. Below the filters is a table of beneficiary data. A download modal is open, showing 'ReportSummary.xlsx' and 'CashTransferSummary.pdf' as options. A tooltip indicates 'See more'.

Beneficiary ID	Enrollment No	Name of Household	Family Size	Gender	Age	State	County	Payam	Boma	Component	Enrollment Date
227010	MA/01/001	Jurman_2 Mijji Meres	42	M	40	WARRAP	GOGRIAL WEST	ALEK NORTH	MALEK-NGOK	Component 1 (Public)	4/21/2025 7:22:37 AM
227011	MA/01/002	middleNam noemmm	42	M	50	WARRAP					

18.3. Key Monitoring Indicators

For "Key Monitoring Indicators", follow the steps below:

- Log in as Implementing Partner (IP) by using your IP credentials
- Once logged in, locate the Monitoring and Evaluation Menu
- Under the Monitoring and Evaluation Menu, click on the Key Monitoring Indicators Submenu



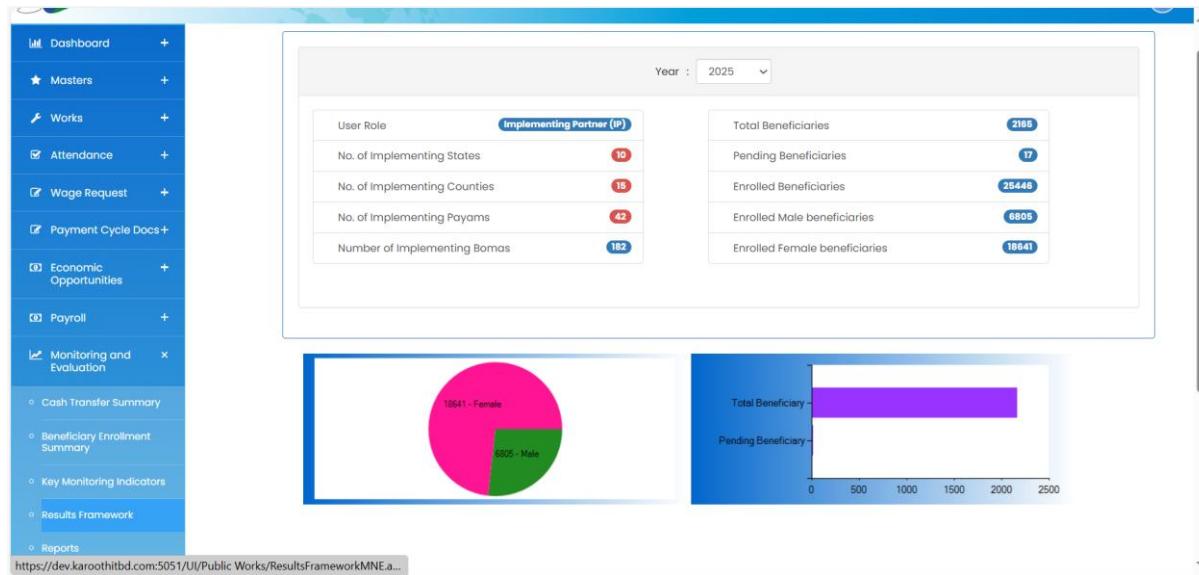
The screenshot shows the 'Key Monitoring Indicators' page. The sidebar includes 'Monitoring and Evaluation' under 'Works'. The main area displays summary statistics for the year 2025, including total beneficiaries (2166), pending beneficiaries (17), enrolled beneficiaries (25448), enrolled male beneficiaries (6805), and enrolled female beneficiaries (18841). Below this are two charts: a pie chart showing 18841 Female and 6805 Male beneficiaries, and a bar chart showing Total Beneficiary (~2166) and Pending Beneficiary (~17).

NOTE: The module remains incomplete due to the absence of clear instructions from the client.

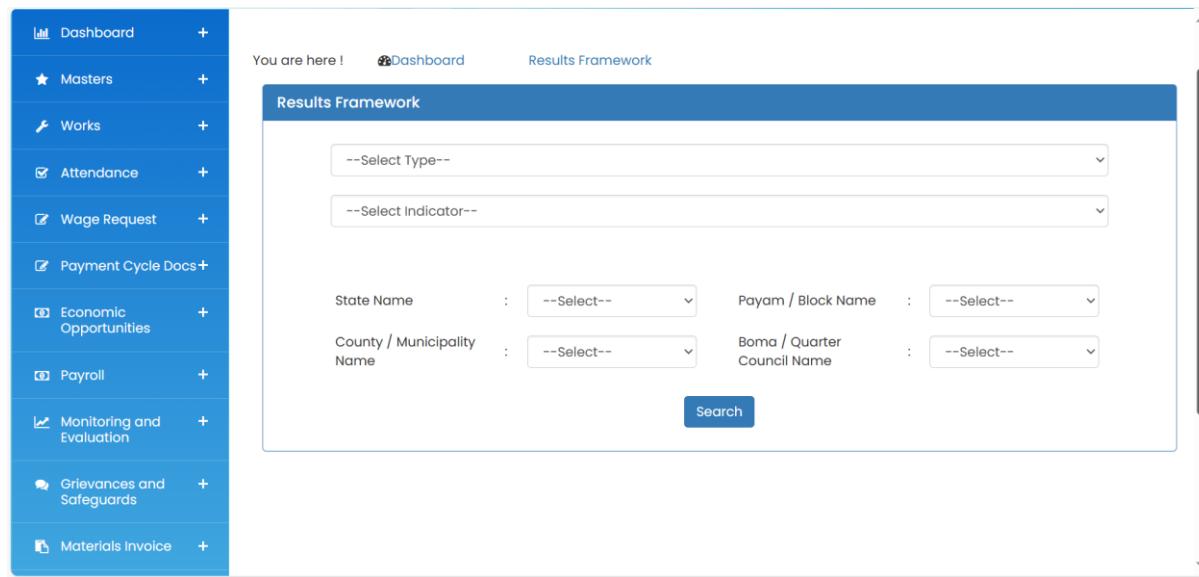
18.4. Results Framework

For "Results Framework", follow the steps below:

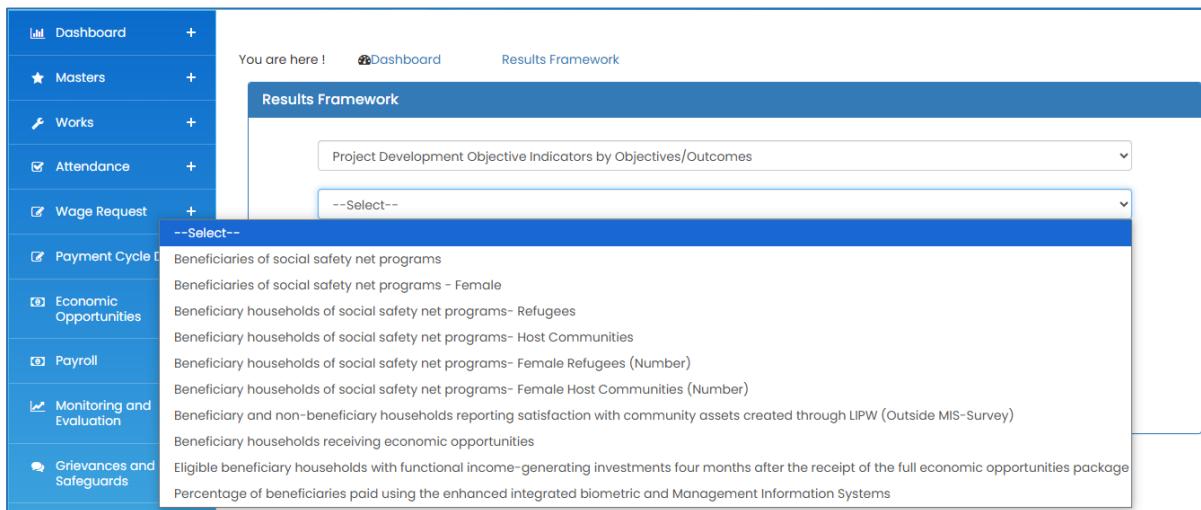
- Log in as Implementing Partner (IP) by using your IP credentials
- Once logged in, locate the Monitoring and Evaluation Menu
- Under the Monitoring and Evaluation Menu, click on the Results Framework Submenu



The Results Framework Search Criteria



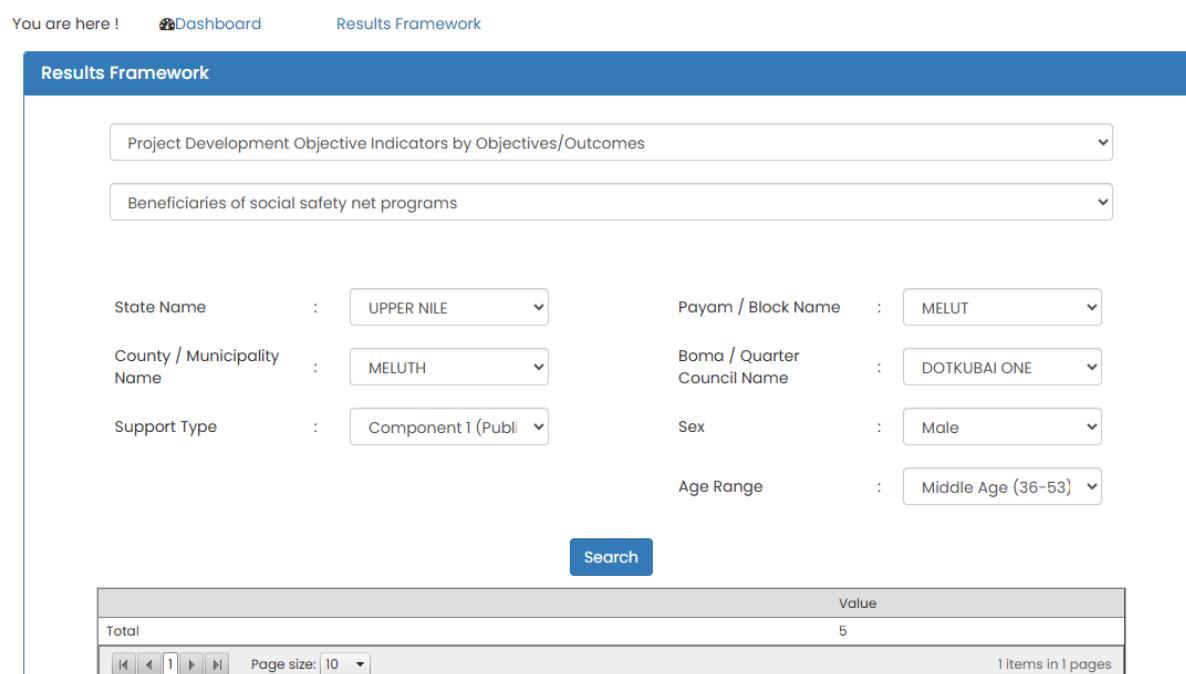
- Select Project Development Objective Indicators by Objectives/Outcomes from the Select Type dropdown
- The Select Indicator dropdown will show several options. From there, Select the option you want and enter the required information to see the beneficiary value accordingly



The screenshot shows a navigation sidebar on the left with various menu items like Dashboard, Masters, Works, Attendance, Wage Request, Payment Cycle, Economic Opportunities, Payroll, Monitoring and Evaluation, and Grievances and Safeguards. The 'Results Framework' section is active, displaying a dropdown menu titled 'Project Development Objective Indicators by Objectives/Outcomes'. A sub-menu is open under this, showing a list of options starting with 'Beneficiaries of social safety net programs' and ending with 'Percentage of beneficiaries paid using the enhanced integrated biometric and Management Information Systems'.

If you Select Beneficiaries of Social Safety net programs:

- Select State name, County /Municipality name, Payam /Block name, Boma /Quarter Council name, Support Type, Sex, Age Range from the dropdown of the search functionality. You can also be retrieved by searching by specific information from the search criteria
- Press the Search button to retrieve the relevant data



The screenshot shows the 'Results Framework' interface with search parameters. The 'Project Development Objective Indicators by Objectives/Outcomes' dropdown is set to 'Beneficiaries of social safety net programs'. Below it, there are dropdowns for 'State Name' (UPPER NILE), 'County / Municipality Name' (MELUTH), 'Support Type' (Component 1 (Publi)), 'Payam / Block Name' (MELUT), 'Boma / Quarter Council Name' (DOTKUBAI ONE), 'Sex' (Male), and 'Age Range' (Middle Age (36-53)). A 'Search' button is located below these fields. At the bottom, a table displays the results: a single row for 'Total' with a value of '5'. Navigation buttons and a page size selector (10) are at the bottom left, and a message '1 items in 1 pages' is at the bottom right.

You can see all the values by selecting Beneficiaries of Social Safety net programs and clicking the Direct Search button.

You are here ! [Dashboard](#) Results Framework

Results Framework

Project Development Objective Indicators by Objectives/Outcomes

Beneficiaries of social safety net programs

State Name	:	--Select--	Payam / Block Name	:	--Select--
County / Municipality Name	:	--Select--	Boma / Quarter Council Name	:	--Select--
Support Type	:	--Select--	Sex	:	--Select--
			Age Range	:	--Select--
Search					
Value					
Total		77176			
1 items in 1 pages					
 Page size: 10					

In the same way, you can select options from the Select Indicator as needed and view their values.

[Dashboard](#) +

- ★ Masters +
- ↗ Works +
- ☒ Attendance +
- ☒ Wage Request +
- ☒ Payment Cycle +
- ☒ Economic Opportunities +
- ☒ Payroll +
- ☒ Monitoring and Evaluation +
- Cash Transfer Summary
- Beneficiary Enrollment Summary

You are here ! [Dashboard](#) Results Framework

Results Framework

Project Development Objective Indicators by Objectives/Outcomes

--Select--

Beneficiaries of social safety net programs

Beneficiaries of social safety net programs - Female

Beneficiary households of social safety net programs- Refugees

Beneficiary households of social safety net programs- Host Communities

Beneficiary households of social safety net programs- Female Refugees (Number)

Beneficiary households of social safety net programs- Female Host Communities (Number)

Beneficiary and non-beneficiary households reporting satisfaction with community assets created through LIPW (Outside MIS-Survey)

Beneficiary households receiving economic opportunities

Eligible beneficiary households with functional income-generating investments four months after the receipt of the full economic opportunities package

Percentage of beneficiaries paid using the enhanced integrated biometric and Management Information Systems

- Select Monitoring & Evaluation Plan: Intermediate Results Indicators from the Select Type dropdown
- The Select Indicator dropdown will show several options. From there, Select the option you want and enter the required information to see the beneficiary value accordingly

You are here : [Dashboard](#) [Results Framework](#)

Results Framework

Monitoring & Evaluation Plan: Intermediate Results Indicators

--Select--

Number of beneficiary households receiving cash for performing labor intensive public works

Number of beneficiaries receiving cash for performing labor intensive public works who are female

Number of beneficiary households participating in all sessions of the in-depth Cash Plus training

Number of beneficiary households participating in all the sessions of the in-depth Cash Plus training - refugees number

Number of beneficiary households participating in all the sessions of the in-depth Cash Plus training - host communities

Number of beneficiary households receiving cash transfer for participating in the behavioral change communication training

Number of beneficiary households receiving Direct Income Support

Percentage of Labor Intensive Public Works subprojects that mitigate climate-induced shocks

Number of LiIPW work days created

Number of beneficiaries receiving cash for performing labor intensive public works who are refugees or host communities

Number of beneficiary households receiving Direct Income Support who have a female primary beneficiary (Number)

Number of beneficiaries receiving economic opportunities who are youth

Number of beneficiaries receiving Economic Opportunities who are female youth

Percentage of grievances resolved through the GRM

Percentage of cash transfers to beneficiary households made on time

Increased participation by women in community level governance and coordination structures

Capacity Building Plan for Safety Net is implemented by the Ministry of Gender, Child and Social Welfare

Total 14 Pages

If you Select Number of Beneficiary Households Receiving Cash for Performing Labor Intensive Public Works:

- Select State name, County /Municipality name, Payam /Block name, Boma /Quarter Council name, Payment Cycle, Sex, Age Range from the dropdown of the search functionality. You can also be retrieved by searching by specific information from the search criteria
- Press the Search button to retrieve the relevant data

You are here : [Dashboard](#) [Results Framework](#)

Results Framework

Monitoring & Evaluation Plan: Intermediate Results Indicators

Number of beneficiary households receiving cash for performing labor intensive public works

State Name :	UPPER NILE	Payam / Block Name :	MELUT
County / Municipality Name :	MELUTH	Boma / Quarter Council Name :	DOTKUBAI ONE
Payment Cycle :	Payment Cycle I	Sex :	Male
		Age Range :	Middle Age (36-53)

Search

Total	Value
10	1 items in 1 pages

Page size: 10

You can see all the values by selecting Number of Beneficiary Households Receiving Cash for Performing Labor Intensive Public Works and clicking the Direct Search button.

You are here ! [Dashboard](#) [Results Framework](#)

Results Framework

Monitoring & Evaluation Plan: Intermediate Results Indicators
Number of beneficiary households receiving cash for performing labor intensive public works
State Name : <input type="button" value="--Select--"/> Payam / Block Name : <input type="button" value="--Select--"/> County / Municipality Name : <input type="button" value="--Select--"/> Boma / Quarter Council Name : <input type="button" value="--Select--"/> Payment Cycle : <input type="button" value="--Select--"/> Sex : <input type="button" value="--Select--"/> Age Range : <input type="button" value="--Select--"/>
<input type="button" value="search"/>
Total Value 103811 1 items in 1 pages
 Page size: <input type="button" value="10"/>

In the same way, you can select options from the Select Indicator as needed and view their values.

You are here ! [Dashboard](#) [Results Framework](#)

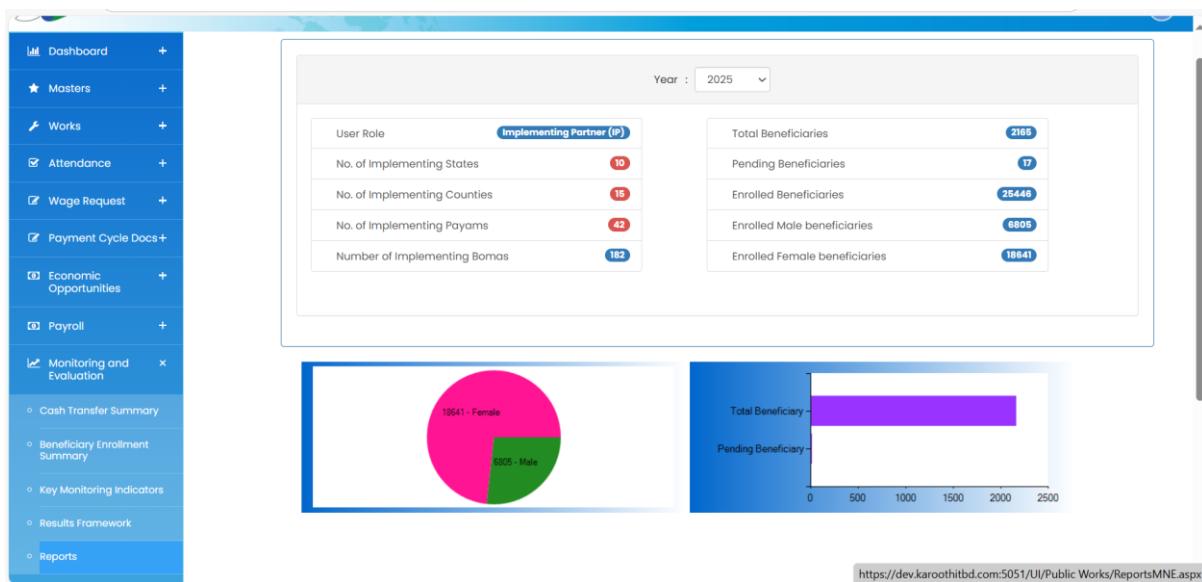
Results Framework

Monitoring & Evaluation Plan: Intermediate Results Indicators
<input type="button" value="--Select--"/> <input type="button" value="--Select--"/> <ul style="list-style-type: none"> Number of beneficiary households receiving cash for performing labor intensive public works Number of beneficiaries receiving cash for performing labor intensive public works who are female Number of beneficiary households participating in all sessions of the in-depth Cash Plus training Number of beneficiary households participating in all the sessions of the in-depth Cash Plus training - refugees number Number of beneficiary households participating in all the sessions of the in-depth Cash Plus training - host communities Number of beneficiary households receiving cash transfer for participating in the behavioral change communication training Number of beneficiary households receiving Direct Income Support Percentage of Labor Intensive Public Works subprojects that mitigate climate-induced shocks Number of LIPW work days created Number of beneficiaries receiving cash for performing labor intensive public works who are refugees or host communities Number of beneficiary households receiving Direct Income Support who have a female primary beneficiary (number) Number of beneficiaries receiving economic opportunities who are youth Number of beneficiaries receiving Economic Opportunities who are female youth Percentage of grievances resolved through the GRM Percentage of cash transfers to beneficiary households made on time Increased participation by women in community level governance and coordination structures Capacity Building Plan for Safety Net is implemented by the Ministry of Gender, Child and Social Welfare

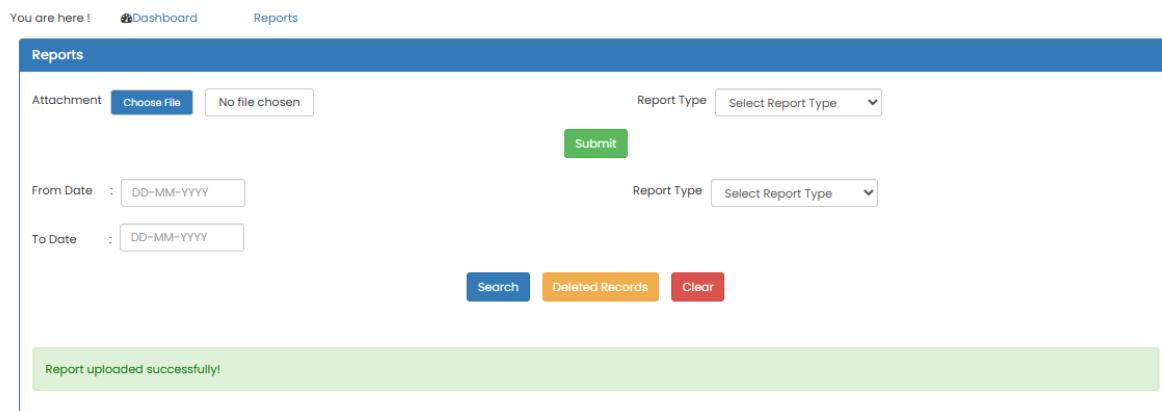
18.5. Reports

For "Reports", follow the steps below:

- Log in as Implementing Partner (IP) by using your IP credentials
- Once logged in, locate the Monitoring and Evaluation Menu
- Under the Monitoring and Evaluation Menu, click on the Reports Submenu



- Attach a PDF file in the attachment field
- Select the Report type from the Select Report Type dropdown
- Clicking the "Submit" button will show Report Updated Successfully



The screenshot shows the 'Reports' page. At the top, it says 'You are here !' followed by 'Dashboard' and 'Reports'. The main form has the following fields:

- Attachment: A 'Choose File' button and a placeholder 'No file chosen'.
- Report Type: A dropdown menu labeled 'Select Report Type'.
- From Date: A text input field with placeholder 'DD-MM-YYYY'.
- To Date: A text input field with placeholder 'DD-MM-YYYY'.
- Buttons: 'Submit', 'Search', 'Deleted Records', and 'Clear'.
- A green message bar at the bottom states 'Report uploaded successfully!'

- If you Select the Report type and click Search, you can view the uploaded file

You are here ! [Dashboard](#) [Reports](#)

Reports

Attachment	Choose File	No file chosen	Report Type	Select Report Type
			Submit	
From Date :	DD-MM-YYYY		Report Type	Partner Monitoring
To Date :	DD-MM-YYYY			
Search Deleted Records Clear				
ID	File Name	Report Type	Uploaded By	Uploaded Date
3	ca66a90a-797c-46a2-85b2-cd46b719b533.pdf	PartnerMonitoring	naeemip	5/3/2025 12:30:25 PM
Download Remove				
1 items in 1 pages				

- You can also view the uploaded file by simply clicking the search button
- If you want to Download/Remove the file, click the Download/Remove button

You are here ! [Dashboard](#) [Reports](#)

Reports

Attachment	Choose File	No file chosen	Report Type	Select Report Type
			Submit	
From Date :	DD-MM-YYYY		Report Type	Select Report Type
To Date :	DD-MM-YYYY			
Search Deleted Records Clear				
ID	File Name	Report Type	Uploaded By	Uploaded Date
3	ca66a90a-797c-46a2-85b2-cd46b719b533.pdf	PartnerMonitoring	naeemip	5/3/2025 12:30:25 PM
Download Remove				
1 items in 1 pages				

The file has been removed and shown.

You are here ! [Dashboard](#) [Reports](#)

Reports

Attachment	Choose File	No file chosen	Report Type	Select Report Type
			Submit	
From Date :	DD-MM-YYYY		Report Type	Select Report Type
To Date :	DD-MM-YYYY			
Search Deleted Records Clear				
File moved to deleted records.				
ID	File Name	Report Type	Uploaded By	Uploaded Date
No records to display.				
Page size: 10				
0 items in 1 pages				

- If you want to see the removed information again, you can Click on the Deleted Records button to view it
- From there, you can delete or recover the data

You are here ! [Dashboard](#) [Reports](#)

Reports

ID	File Name	Report Type	Deleted By	Deleted Date	Manage
1	attendance_sheet_formatted.xlsx	Evaluation	naeemip	4/30/2025 7:41:07 AM	Recover Delete
2	dummy.pdf	Evaluation	naeemip	4/30/2025 8:48:26 AM	Recover Delete
3	ca66a90a-797c-46a2-85b2-cd46b7f9b533.pdf	PartnerMonitoring	naeemip	5/3/2025 12:36:44 PM	Recover Delete

From Date : DD-MM-YYYY

To Date : DD-MM-YYYY

Report Type [Select Report Type](#)

[Search](#) [Deleted Records](#) [Clear](#)

Attachment [Choose File](#) No file chosen

Report Type [Select Report Type](#)

Submit

Page size: 10 [▼](#)

3 items in 1 pages

- You can go to the reports home page by clicking the Clear button

You are here ! [Dashboard](#) [Reports](#)

Reports

ID	File Name	Report Type	Deleted By	Deleted Date	Manage
1	attendance_sheet_formatted.xlsx	Evaluation	naeemip	4/30/2025 7:41:07 AM	Recover Delete
2	dummy.pdf	Evaluation	naeemip	4/30/2025 8:48:26 AM	Recover Delete
3	ca66a90a-797c-46a2-85b2-cd46b7f9b533.pdf	PartnerMonitoring	naeemip	5/3/2025 12:36:44 PM	Recover Delete

From Date : DD-MM-YYYY

To Date : DD-MM-YYYY

Report Type [Select Report Type](#)

[Search](#) [Deleted Records](#) [Clear](#)

Attachment [Choose File](#) No file chosen

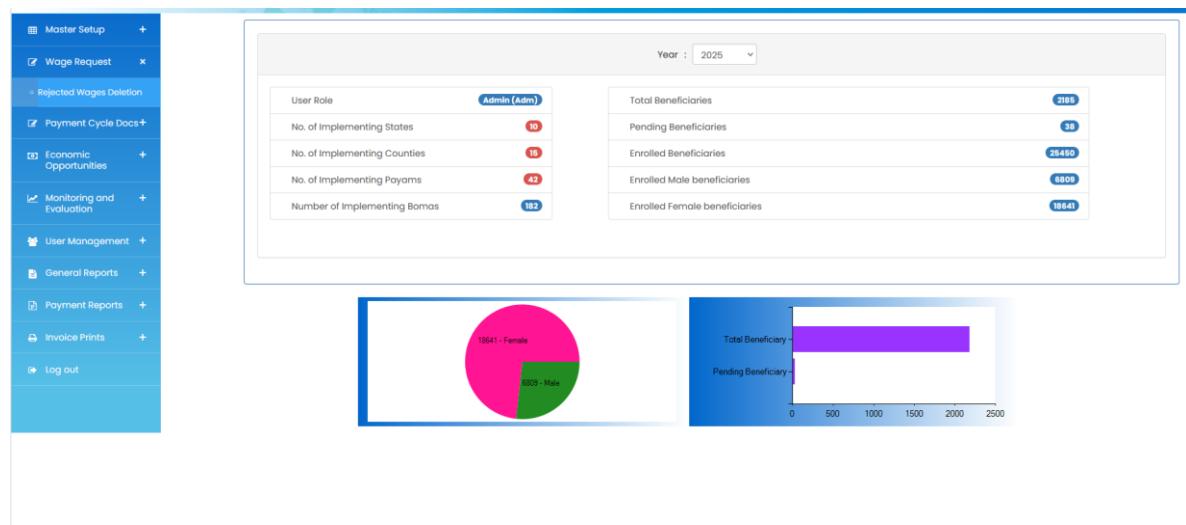
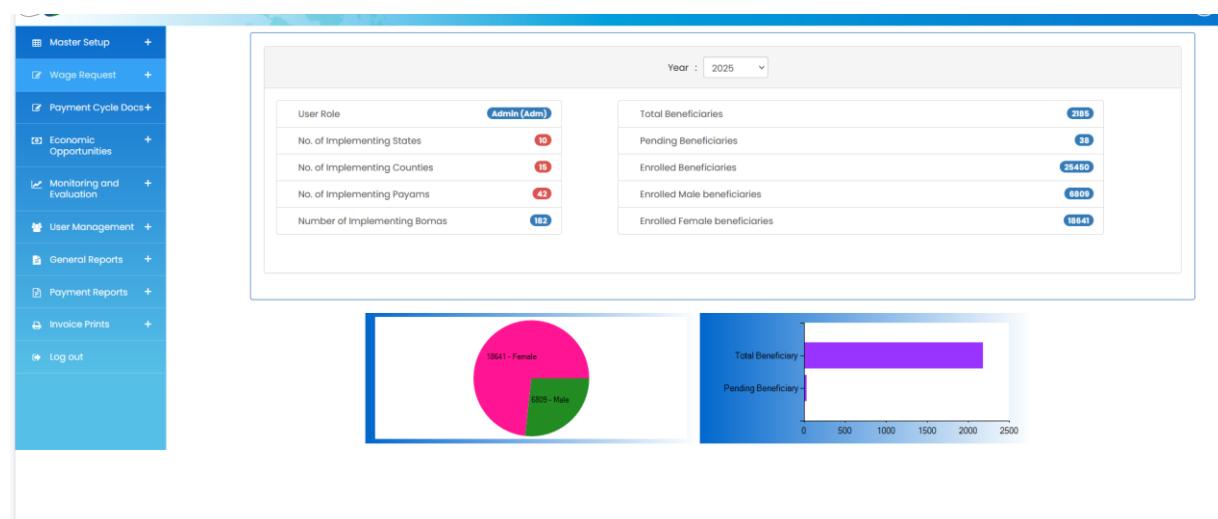
Report Type [Select Report Type](#)

Submit

19. Wage Request

For "Wage Request", follow the steps below:

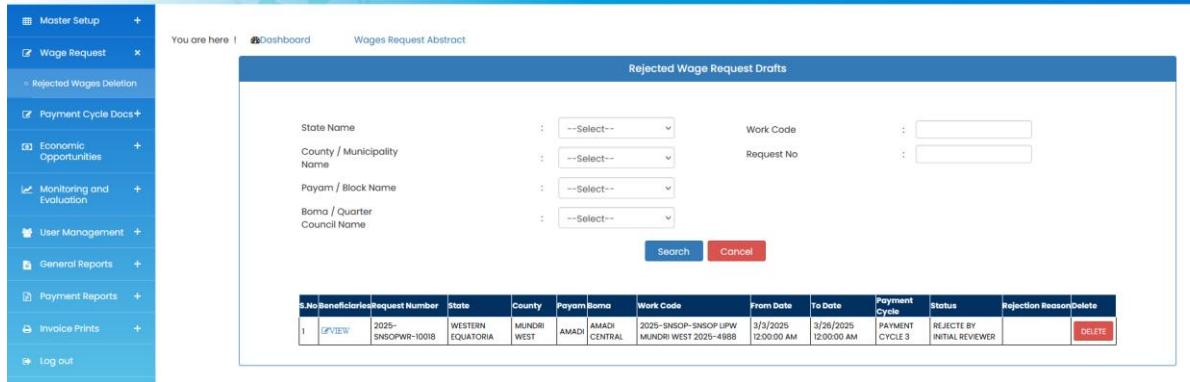
- Log in as Admin by using your Admin credentials
- Once logged in, locate the Wage Request Menu
- Under the Wage Request Menu, click on the Rejected Wages Deletion" Submenu



Rejected wage Request Drafts list can be retrieved by searching by specific information from the search criteria.

From the list of search results

- Choose the appropriate Wage Request from the list and to delete, click the "Delete" button.



The screenshot shows the software's navigation bar on the left with various modules like Master Setup, Wage Request, Payment Cycle Docs, Economic Opportunities, Monitoring and Evaluation, User Management, General Reports, Payment Reports, Invoice Prints, and Log out. The main area is titled 'Rejected Wage Request Drafts' and contains search fields for State Name, County / Municipality Name, Payam / Block Name, Boma / Quarter, Council Name, Work Code, and Request No. Below the search fields are 'Search' and 'Cancel' buttons. A table lists one rejected wage request draft with columns: S.No, Beneficiary, Request Number, State, County, Payam, Boma, Work Code, From Date, To Date, Payment Cycle, Status, Rejection Reason, and Delete. The first row shows: S.No 1, Beneficiary SNSOPWR-10018, Request Number 2025-SNSOP-2025-4988, State WESTERN EQUATORIA, County MUNDRI WEST, Payam AMADI CENTRAL, Boma MUNDRI WEST 2025-4988, Work Code 2025-SNSOP-2025-4988, From Date 3/3/2025 12:00:00 AM, To Date 3/28/2025 12:00:00 AM, Payment Cycle PAYMENT CYCLE 3, Status REJECTED BY INITIAL REVIEWER, and Rejection Reason and Delete buttons.

S.No	Beneficiary	Request Number	State	County	Payam	Boma	Work Code	From Date	To Date	Payment Cycle	Status	Rejection Reason	Delete
1	SNSOPWR-10018	2025-SNSOPWR-10018	WESTERN EQUATORIA	MUNDRI WEST	AMADI	AMADI CENTRAL	2025-SNSOP-2025-4988	3/3/2025 12:00:00 AM	3/28/2025 12:00:00 AM	PAYMENT CYCLE 3	REJECTED BY INITIAL REVIEWER		Delete